Registration Drop/Add Form

Student Name: __________________ PSU ID: ___________ Date: ________________

Activity:
Drop: ____ Add: _______ Late Add: ____ Late Drop: ____

Academic Period:
Spring Mod III: ____ Spring Mod IV: _____
Fall Mod V: ___ Fall Mod VI: ___ Spring Mod VII: ___ Spring Mod VIII: ____

Concentration Selection:
Primary: ___________ Secondary: _______________ Tertiary: _______________

Does this change affect your previous concentration selections?
Yes: ___________ No: ___________

Add A Course:
Schedule Number  Course    Credits
_________________  ___________  ______________
_________________  ___________  ______________

Drop A Course:
Schedule Number  Course    Credits
_________________  ___________  ______________
_________________  ___________  ______________

AUDIT A Course:
Schedule Number  Course    Credits
_________________  ___________  ______________
_________________  ___________  ______________

You must obtain the instructor's signature to audit a course: Please take this form to the department offering the course and obtain the instructor's approval and signature. Return signed form to 220 Business Bldg for processing.

Please note: A course taken for audit will not count toward degree credits or concentration credits. It will appear as an "AU" on your transcript.

Instructor's signature: __________________________________________ Date: ________________

- Graduate students must abide by the credit limits specified in the Graduate Degree Bulletin.
- Students should consult with their academic adviser before making any course changes.
- Dates for the regular course drop/add period can be found on the MBA Academic Calendar.
- Late course adds and late course drops are those processed after the regular drop/add periods end for the module. Late adds/drops will incur additional fees.
- Starting with the first day of the semester, the semester bill must be paid before any course add can be processed.

I understand that if I drop a course required for my concentration, I will lose the privilege of claiming this concentration upon graduation.

Student Signature: ___________________________ Date: __________________