

REGISTRATION DROP/ADD FORM - PENN STATE MONT ALTO

Fax No. 717-749-4125

Records Office, Penn State Mont Alto, 1 Campus Drive, Mont Alto, PA 17237

Student Name: _____ **PSU ID Number or UserID:** _____

Activity: ___ Registration ___ Drop/Add ___ Late Add ___ Late Drop ___ Late Registration

ADD COURSES					DROP or LATE-DROP COURSES			
SCHEDULE NUMBER	COURSE ABBREV	COURSE NUMBER	SECTION	CREDITS	COURSE ABBREV	COURSE NUMBER	SECTION	CREDITS
Example: 123456	Math	004	001	3	Example: Math	004	001	3

Academic Period: ___ Fall ___ Spring ___ Summer **YEAR:** _____ **Campus:** Mont Alto

- Students should consult with their academic advisor before making any course schedule changes.
- Late course adds and late course registrations are those processed after the regular drop/add periods of the semester end. The late course drop period begins the day after the regular drop period ends. Students may check the regular drop/add periods and the late-drop periods for their courses on eLion under “Course Drop Dates.”
- Students are expected to register before classes begin. Registering late will incur additional fees.
- **Starting with the 1st day of the semester, the semester bill must be paid before any course may be added.**

Add an e-Learning course: Obtain your academic advisor’s signature/date and take this form to the Records Office.

Signature of Advisor: _____ Date: _____

*****NOTE: This signature expires one week (7 days) after it is dated by your advisor. If it is not dated, it is not valid.*****

Add credits beyond the 19-credit limit: Obtain your academic advisor’s signature and take this form to the Records Office.

Signature of Advisor: _____ Date: _____

*****NOTE: This signature expires one week (7 days) after it is dated by your advisor. If it is not dated, it is not valid.*****

Add a course that is departmentally controlled or add a course that is full: Obtain the instructor’s signature/date and take this form to the Records Office.

Signature of Instructor: _____ Date: _____

*****NOTE: This signature expires one week (7 days) after it is dated by the instructor. If it is not dated, it is not valid.*****

To register and add a course after the regular add period ends: Obtain the instructor’s signature/date and take this form to the Records Office. (If late adding more than one course, have instructors sign and date beside appropriate courses on this form.)

Signature of Instructor: _____ Date: _____

*****NOTE: This signature expires one week (7 days) after it is dated by the instructor. If it is not dated, it is not valid.*****

Student’s Signature: _____	Date: _____
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