

Purdue University - Office of the Registrar
Module Courses Fall 2015/Spring 2016 MBA & MS Programs DROP and ADD DATES
August 24-December 19 & January 11-May 7

TO ADD OR MODIFY A COURSE

1 st Mod	2 nd Mod	3 rd Mod	4 th Mod	SIGNATURES REQUIRED
Aug 24-25	Oct 21-22	Jan 11-12	Through-Mar 10	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue.
n/a	n/a	n/a	Mar 11- 22	*Fill out a form 23 and submit to Master's Program Office: See specific instructions below.
Aug 26- Sept 3	Oct 26- Nov 3	Jan 13-15	Mar 23-30	Advisor and Instructor signatures required Take completed Form 23 to Office of the Registrar for processing (Hovde 45).
Sep 4-21	Nov 4-17	Jan 19- Feb 8	Mar 31-Apr 15	Advisor, Instructor, and Head of Department signatures required in which the course is listed. Take completed form to Office of the Registrar for processing (Hovde 45)

TO DROP A COURSE

1 st Mod	2 nd Mod	3 rd Mod	4 th Mod	SIGNATURES REQUIRED
Aug 24-28	Oct 21-26	Jan 11-15	Mar 10- 21	No signatures (Course not recorded) Students may drop courses via myPurdue.
n/a	n/a	n/a	Mar 22-24	*Fill out a form 23 and submit to Master's Program Office: See specific instructions below.
Aug 31- Sept 3	Oct 27- Nov 2	Jan 19-22	Mar 25-Apr 6	Advisor signature required (Course recorded with a grade of "W") Take completed Form 23 to Office of the Registrar for processing (Hovde 45).
Sep 4-21	Nov 3-17	Jan 25- Feb 8	Apr 7-15	Advisor and Instructor signatures required (Instructor must indicate "W", "WF", "WN".) Students with a semester classification of 1 or 2 do not need the instructor's signature; grades will be "W". Take completed form to Office of the Registrar for processing (Hovde 45) W/D at this time will not result in any refund.

LEGEND	*Form 23 Instructions
1 st Module = courses meet Aug 24 - Oct 10 2 nd Module = courses meet Oct 21 - Dec 12 3 rd Module = courses meet Jan 11 -Feb 27 4 th Module= courses meet March 21- May 7	1. All form 23s will be date/time stamped and processed in the order in which they are received.
	2. Ensure your name, program, PUID, course number, course CRNs, and signature are on the form 23 – we will not accept your form 23 without this information.
	3. Course/s will be added to your schedule within 24 hours. Check myPurdue to confirm that the course/s has been added to your schedule.
	4. You will not be contacted individually to let you know that the course has been added it is your responsibility to check myPurdue to confirm that the course has been added and that your schedule is correct. You will only be contacted (via e-mail) if we are unable to add the course for you.

- Information on refunds from the University may be found at the following web site: <http://www.purdue.edu/bursar/payments/refunds.html>.
- Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic tab, and look for Withdraw Information.
- The revision/refund dates on this calendar apply to courses that exactly fit the time frames listed. Courses offered outside of these time frames have their own deadlines (2-week courses, etc.). To find those dates go to <http://www.purdue.edu/registrar/Calendars/index.html> and look for the Short Course Critical Dates for the appropriate semester.