## TO ADD A COURSE (SEE REFUND TABLE ON PG. 2)

$200 late registration fee starts August 29 (15, 16, F7 & F8 Courses) and October 18 (S7/S8 Courses)

<table>
<thead>
<tr>
<th>15 WEEKS / 16 WEEKS</th>
<th>1ST 7 WEEKS /1ST 8 WEEKS</th>
<th>2ND 7 WEEKS /2ND 8 WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/21/23-12/10/23</td>
<td>8/21/23-10/15/23</td>
<td>10/16/23-12/10/23</td>
</tr>
</tbody>
</table>

### SIGNATURES REQUIRED

- **Aug 21-Aug 27**
  - Aug 21-Aug 24
  - Oct 16-Oct 19
  - Students may add course(s) by contacting their Advisor or Student Service Coordinator from their Purdue email or via the Scheduling Assistant.

- **Aug 28-Sept 17**
  - Aug 25-Sept 3
  - Oct 20-Oct 29
  - Students may add course(s) by contacting their Advisor or Student Service Coordinator or via the Scheduling Assistant. *Advisor and Instructor approval required

- **Sept 3**
  - Aug 27
  - Oct 22
  - Last day to audit a course, a Registrar Audit Form is required & can be obtained from their Advisor or Student Service Coordinator

- **Sept 18-Oct 22**
  - Sept 4-Sept 21
  - Oct 30-Nov 16
  - Students may add course(s) by contacting their Advisor or Student Service Coordinator or via the Scheduling Assistant. *Advisor, Instructor and Department Head approval required

## TO DROP A COURSE (SEE REFUND TABLE ON PG. 2)

<table>
<thead>
<tr>
<th>15 WEEKS / 16 WEEKS</th>
<th>1ST 7 WEEKS /1ST 8 WEEKS</th>
<th>2ND 7 WEEKS /2ND 8 WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8/21/23-10/15/23</td>
<td>10/16/23-12/10/23</td>
</tr>
</tbody>
</table>

### SIGNATURES REQUIRED

- **Aug 21-Sept 3**
  - Aug 21-Aug 27
  - Oct 16-Oct 22
  - Students may drop course(s) by contacting their Advisor or Student Service Coordinator from their Purdue email or via the Scheduling Assistant.

- **Sept 4-Nov 19**
  - Aug 28-Oct 5
  - Oct 23-Nov 30
  - Students may drop course(s) by contacting their Advisor or Student Service Coordinator from their Purdue email or via the Scheduling Assistant. Course recorded with a grade of "W". *Advisor approval required

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## Online graduate degree programs included:

### GRADUATE CERTIFICATES/LICENSURE
- Business and Economic Data Analysis
- Business Analytics
- Business Essentials
- Communication and Leadership
- Financial Economics
- Fundamentals of HR
- Global Supply Chain Management
- Healthcare Leadership
- Healthcare Operations
- Healthcare Quality Improvement
- Innovation and Tech Commercialization
- Integrated STEM Education
- Leadership, Change Management and Negotiations
- Medical and Healthcare Writing
- Public Economics and Policy
- Spatial Data Science (SDS)
- Strategic Communication Management
- Transition to Teaching Licensure (TTT)

### MASTERS
- Applied Geospatial Analytics
- Business Analytics (BA)
- Communication (COM)
- Corporate Training and Communication (CTC)
- Economics (ECON)
- Engineering Technology (MSET)
- Global Supply Chain Management (GSCM)
- Hospitality and Tourism Management (HTM)
- Human Resource Management (HR)
- Master of Business Administration (OMBA)
- Master of Public Health (MPH)
- Master of Health Administration (MHA)
- MSED in Curriculum and Instruction (C&I):
  - Gifted, Creative, & Talented
  - Integrated STEM
  - English Language Learning
  - Math Ed
  - Ed Technology
- Learning Design & Tech (LDT)
- MSED in Educational Studies:
  - Special Education (SPED)
- Secondary STEM (STEM)
## REFUND PERCENTAGE OF FEES & TUITION

$200 late registration fee starts August 29 (15, 16, F7 & F8 Courses) and Oct 18 (S7/S8 Courses)

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<tr>
<th>15 WEEKS / 16 WEEKS</th>
<th>1ST 7 WEEKS /1ST 8 WEEKS</th>
<th>2ND 7 WEEKS /2ND 8 WEEKS</th>
<th>REFUND %</th>
<th>LEGEND</th>
</tr>
</thead>
</table>
| BEFORE Aug 29       | BEFORE Aug 29            | BEFORE Oct 19            | 100% BEFORE START | 15 Weeks: Aug 21-Dec 3  
16 Weeks: Aug 21-Dec 10  
First 7 Weeks: Aug 21-Oct 8  
First 8 Weeks: Aug 21-Oct 15  
Second 7 Weeks: Oct 16-Dec 3  
Second 8 Weeks: Oct 16-Dec 10 |
| Aug 29-Sept 4       | N/A                      | Oct 19-Oct 23            | 80%      |        |
| Sept 5-Sept 18      | Aug 29-Aug 30            | Oct 24-Oct 28            | 60%      |        |
| Sept 19-**Oct 2     | Aug 31-**Sept 4          | Oct 29-**Nov 2           | 40%      |        |
| AFTER Oct 2         | AFTER Sept 4             | AFTER Nov 2              | NONE     |        |

If dropping one course while remaining enrolled in another, the refund for the dropped course will be 100% through the corresponding date starting with two asterisks and highlighted in blue.

Other Notes:
- Students withdrawing from ALL courses, or the last remaining course on their schedule after the semester has started, should reach out to their advisor for next steps.
- Prepayment of courses begins after the cancellation for non-pay period, when registering for the first time in a semester.