

# Spring 2024 Parts of Term Calendar DROP & ADD DATES

## JANUARY 8-APRIL 28, 2024



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

*Prepayment and \$200 late registration fee begins Jan 17th (15, 16, F7 & F8 Courses) and March 5th (S7/S8) Courses*

15 WEEKS / 16 WEEKS 1/8/24-4/28/24	1 <sup>ST</sup> 7 WEEKS / 1 <sup>ST</sup> 8 WEEKS 1/8/24-3/3/24	2 <sup>ND</sup> 7 WEEKS / 2 <sup>ND</sup> 8 WEEKS 3/4/24-4/28/24	SIGNATURES REQUIRED
Jan 8-Jan 14	Jan 8-Jan 11	Mar 4-Mar 7	Students may add course(s) by contacting their Advisor or Student Service Coordinator from their Purdue email or via the Scheduling Assistant.
Jan 15-Feb 4	Jan 12-Jan 21	Mar 8-Mar 17	Students may add course(s) by contacting their Advisor or Student Service Coordinator or via the Scheduling Assistant. *Advisor and Instructor approval required
Jan 21	Jan 14	Mar 10	Last day to audit a course, a Registrar Audit Form is required & can be obtained from their Advisor or Student Service Coordinator
Feb 5-Mar 10	Jan 22-Feb 8	Mar 18-Apr 4	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)

15 WEEKS / 16 WEEKS 1/8/24-4/28/24	1 <sup>ST</sup> 7 WEEKS / 1 <sup>ST</sup> 8 WEEKS 1/8/24-3/3/24	2 <sup>ND</sup> 7 WEEKS / 2 <sup>ND</sup> 8 WEEKS 3/4/24-4/28/24	SIGNATURES REQUIRED
Jan 8-Jan 21	Jan 8-Jan 14	Mar 4-Mar 10	Students may drop course(s) by contacting their Advisor or Student Service Coordinator from their Purdue email or via the Scheduling Assistant.
Jan 22-Apr 7	Jan 15-Feb 22	Mar 11-Apr 18	Students may drop course(s) by contacting their Advisor or Student Service Coordinator from their PU email via the Scheduling Assistant. Course recorded with a grade of "W". *Advisor approval required

Programs on the Parts of Term calendar are listed on the Purdue University Online Student Experience [website](#).

It is strongly recommended to contact your advisor before making any scheduling changes.

Please note the submission date is not the effective date. Your request cannot be processed until all required actions from campus partners are complete. This may affect your refund and/or if your request is canceled for not meeting the university established deadlines.

All required actions must be completed by 11:59 PM EST on said deadline day.

# Spring 2024 Parts of Term Calendar DROP & ADD DATES

## JANUARY 8-APRIL 28, 2024



### REFUND PERCENTAGE OF FEES & TUITION

*\*All approvals must be received by the deadlines below. See notes at bottom for more information.  
Prepayment and \$200 late registration fee begins Jan 17th (15, 16, F7 & F8 Courses) and March 5th (S7/S8 Courses)*

15 WEEKS / 16 WEEKS 1/8/24-4/28/24	1 <sup>ST</sup> 7 WEEKS /1 <sup>ST</sup> 8 WEEKS 1/8/24-3/3/24	2 <sup>ND</sup> 7 WEEKS /2 <sup>ND</sup> 8 WEEKS 3/4/24-4/28/24	REFUND %	LEGEND
BEFORE Jan 17	BEFORE Jan 17	BEFORE March 6	100%	15 Weeks: Jan 8-April 21 16 Weeks: Jan 8-April 28 First 7 Weeks: Jan 8-Feb 25 First 8 Weeks: Jan 8-March 3 Second 7 Weeks: March 4-April 21 Second 8 Weeks: March 4-April 28
Jan 17-Jan 22	Jan 17-Jan 19	Mar 6-Mar 8	80%	
Jan 23-Feb 5	Jan 20-Jan 25	Mar 9-Mar 13	60%	
Feb 6- <b>**Feb 19</b>	Jan 26- <b>**Jan 30</b>	Mar 14- <b>**Mar 18</b>	40%	
AFTER Feb 19	AFTER Jan 30	AFTER Mar 18	NONE	

Please note the submission date is not the effective date. Your request cannot be processed until all required actions from campus partners are complete. This may affect your refund and/or if your request is canceled for not meeting the university established deadlines.

All required actions must be completed by 11:59 PM EST on said deadline day

*\*\*If dropping one course while remaining enrolled in another, if all approvals are received by the deadlines above, the refund for the dropped course will be 100% through the corresponding date starting with two asterisks and highlighted in blue.*

Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Registration tab, and look for Withdraw Information. Notify your advisor if withdrawing.