Rochester Community and Technical College
851 30th Avenue SE
Rochester, MN 55904
507-285-7268

RCTC ADMISSIONS AND RECORDS

PSEO COUNTER REGISTRATION FORM

LAST NAME FIRST NAME MI STINGER ID NUMBER

FALL **2012**

PSEO ADVISOR'S SIGNATURE (if required) SEMESTER YEAR

ADDING/DROPPING COURSES: Courses may be added and dropped through **August 31, 2012**. There is no tuition obligation for courses dropped by that date.

COURSE SWAP: Switching to another section of a course can only be processed through September 24, 2012.

TOTAL WITHDRAWAL:
The last day to officially withdraw and receive a grade of "W" is November 29, 2012.

Short term courses (those that do not meet for the full semester) have unique drop and withdrawal deadlines. *To view those deadlines, visit http://www.rctc.edu/webportal/registration-course-drop.html*

PAYMENT: Payment for classes not covered by PSEO must be paid in full by October 5, 2012. Classes registered after that date must be paid at time of registration.

You are responsible for checking your schedule for accuracy.

PLEASE COMPLETE THIS FORM IN PEN!

A – add D - drop	*DEPT*	*Class #*	*SETION*	*COURSE ID*	*CREDITS*	*INSTRUCTOR SIGNATURE* (if required)
Ex: A	*ENGL*	*1117*	*01*	*0000001*	*4*	

By signing below, you agree that you have read and understand the policies and procedures for responsibly managing your enrollment. You are agreeing to abide by the terms and conditions outlined in the RCTC student handbook and College Catalog.

SIGNATURE DATE