

PSEO COUNTER REGISTRATION FORM

LAST NAME	FIRST NAME	MI	STINGER ID NUMBER
		SPRING	2019
PSEO ADVISOR'S SIGNATURE (if required)		SEMESTER	YEAR

ADDING/DROPPING COURSES: Courses may be added and dropped through January 18, 2019. 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 February 12, 2019.

TOTAL WITHDRAWAL/REFUND INFORMATION:

The last day to officially withdraw and receive a grade of "W" is April 22, 2019.

Short term courses (those that do not meet for the full semester) have unique drop and withdrawal deadlines. To view those deadlines, visit <https://www.rctc.edu/eservices/registration/registration-deadlines/> and review course details.

PAYMENT: Payment for classes not covered by PSEO must be paid in full by December 7, 2018. Classes registered after that date must be paid at time of registration or have an approved deferment in place.

YOU are responsible for checking your schedule for accuracy.

PLEASE COMPLETE THIS FORM IN PEN

A – ADD D – DROP	DEPT	CLASS#	SECTION	COURSE ID	CREDITS	INSTRUCTOR SIGNATURE
Ex: A	ENGL	1117	01	000001	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.

Student Signature: _____ **Date:** _____