PSEO COUNTER REGISTRATION FORM

LAST NAME | FIRST NAME | MI | STINGER ID NUMBER | SPRING | 2021 | SEMESTER | YEAR

PSEO ADVISOR’S SIGNATURE (if required)

**ADDING/DROPPING COURSES:** Courses may be added and dropped through January 15, 2021. 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 8, 2021.

**TOTAL WITHDRAWAL/REFUND INFORMATION:**
The last day to officially withdraw and receive a grade of “W” is April 19, 2021.

*Short term courses (those that do not meet for the full semester) have unique drop and withdrawal deadlines. To view those deadlines, visit https://webproc.mnsu.edu/registration and review course details.*

**PAYMENT:** Payment for classes not covered by PSEO must be paid in full by December 11, 2020. 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**

<table>
<thead>
<tr>
<th>A – ADD</th>
<th>D – DROP</th>
<th>DEPT</th>
<th>CLASS#</th>
<th>SECTION</th>
<th>COURSE ID</th>
<th>CREDITS</th>
<th>INSTRUCTOR SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: A</td>
<td>ENGL</td>
<td>1117</td>
<td>01</td>
<td>0000001</td>
<td>4</td>
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</tbody>
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*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: __________________