

**Pharmacy Drop/Add Calendar  
Spring 2019 Deadline Dates**

TERM	DATES (includes finals)	Form 23 Instructions
16 Week Classes	January 7 – May 4	<ol style="list-style-type: none"> <li>1. Ensure your name, program, PUID, course number, course CRNs, and signature are on the Form 23. Form will not be accepted without this information.</li> <li>2. Ensure your course start/end dates are noted on the Form.</li> <li>3. <b>Check myPurdue to confirm that the course/s has been added to your schedule.</b></li> </ol>
12 Week Classes	January 28 – May 4	
1 <sup>st</sup> 8 Week Classes	January 7 – March 2	
2 <sup>nd</sup> 8 Week Classes	March 4 – May 4	
Intensive Electives (IE)	January 7 – January 26	
<ul style="list-style-type: none"> <li>• Information on refunds from the University may be found at the following web site: <a href="http://www.purdue.edu/bursar/payments/refunds.html">http://www.purdue.edu/bursar/payments/refunds.html</a>.</li> <li>• Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic Tab, and look for Withdrawal Information</li> <li>• To find Specific dates go to <a href="http://www.purdue.edu/registrar/Calendars/index.html">http://www.purdue.edu/registrar/Calendars/index.html</a> and look for the Short Course Critical Dates for the appropriate semester.</li> </ul>		

**TO ADD OR MODIFY (P/NP) A COURSE**

16 WEEKS	12 WEEKS	1 <sup>ST</sup> 8 WEEKS	2 <sup>ND</sup> 8 WEEKS	IE COURSES	Signatures Required
Jan 7-Jan 13 <b>Week 1</b>	Jan 7-Jan 13	Jan 7 - Jan 8	Mar 4-Mar 6	Jan 7	No Signatures Needed. Courses may be added via myPurdue
N/A	Jan 14-Jan 31	N/A	N/A	N/A	Advisor Signature on Form 23 Take completed Form 23 to Registrar's Office (HOVD 45)*
Jan 14-Feb 4 <b>Weeks 2-4</b>	Feb 1-Feb 18	Jan 9-Jan 18	Mar 7-Mar 22	Jan 8-Jan 10	Advisor and Instructor Signature Take completed Form 23 to Registrar's Office (HOVD 45)*
January 18	February 6	January 11	March 13	January 8	Last Day to Audit a Course Registrar audit form is required and can be obtained in HOVD 45
*****Extenuating Circumstances Only*****					
Feb 5-Mar 8 <b>Weeks 5-9</b>	Feb 19-Mar 26	Jan 22-Feb 6	Mar 25-Apr 10	Jan 11-Jan 16	Advisor, Instructor, and Head of Department in which course is listed Take Completed Form 23 to Registrar's Office (HOVD 45)*

**TO DROP A COURSE**

16 WEEKS	12 WEEKS	1 <sup>ST</sup> 8 WEEKS	2 <sup>ND</sup> 8 WEEKS	IE COURSES	Signatures Required
Jan 7-Jan 21 <b>Weeks 1-2</b>	Jan 7-Jan 21	Jan 7-Jan 13	Mar 4-Mar 17	Jan 7-Jan 8	No Signatures Needed. Course not recorded. May drop courses via myPurdue.
N/A	Jan 22-Feb 6	N/A	N/A	N/A	Advisor Signature on Form 23. Course not recorded. Take Completed Form 23 to Registrar's Office (HOVD 45)*
Jan 22-Feb 4 <b>Weeks 3-4</b>	Feb 7-Feb 18	Jan 14-Jan 18	Mar 18-Mar 22	Jan 9-Jan 10	Advisor (courses recorded with a "W") Take Completed Form 23 to Registrar's Office (HOVD 45)*
Feb 5-Mar 8 <b>Weeks 5-9</b>	Feb 19-Mar 26	Jan 22-Feb 6	Mar 25-Apr 10	Jan 11-Jan 16	Advisor and Instructor Signature on Form 23 (Instructor shall indicate whether passing or failing). Grades of "W" or "WF" will be recorded Take Completed Form 23 to Registrar's Office (HOVD 45)*

\*For 12 Week and IE courses, Advisor notes course start date on Form 23