

**Pharmacy Drop/Add Calendar
Spring 2023 Deadline Dates**

TERM	DATES (includes finals)	Scheduling Assistant Instructions
16 Week Classes	January 9 th – May 6 th	<ol style="list-style-type: none"> 1. Provide any helpful information in the comments if an override is being requested. 2. If adding new Research, click the “+Variable Title” button at the bottom of your schedule. Must have all needed information ahead of time (faculty, credit hours, title) 3. Check Scheduling Assistant and/or email for status updates or further actions needed.
12 Week Classes	January 30 st – May 6 th	
1 st 8 Week Classes	January 9 th – March 3 rd	
2 nd 8 Week Classes	March 6 th – May 6 th	
Intensive Electives (IE)	January 2 th – May 12 th	
<ul style="list-style-type: none"> • Information on refunds from the University may be found at the following web site: http://www.purdue.edu/bursar/payments/refunds.html. • Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic Tab, and look for Withdrawal Information • To find Specific dates go to http://www.purdue.edu/registrar/Calendars/index.html and look for the Short Course Critical Dates for the appropriate semester. 		

TO ADD OR MODIFY A COURSE

16 WEEKS	12 WEEKS	1 ST 8 WEEKS	2 ND 8 WEEKS	IE COURSES	Signatures Required
Jan 9 – Jan 13 Week 1	Jan 30 – Feb 8	Jan 9 - Jan 11	Mar 6 – Mar 8	Jan 2	No Signatures Needed. Courses may be added via the Scheduling Assistant
Jan 14 – Feb 6 Weeks 2-4	Feb 9 – Feb 20	Jan 12 - Jan 20	Mar 9 – Mar 20	Jan 3 – Jan 6	Advisor and Instructor Submit request via the Scheduling Assistant
Jan 23	Feb 8	Jan 13	Mar 13	Jan 3	Last Day to Audit a Course Submit Change of Grade Mode request via Scheduling Assistant after officially enrolled
*****Extenuating Circumstances Only*****					
Feb 7 – Mar 15 Weeks 5-9	Feb 21 – Mar 28	Jan 21- Feb 8	Mar 21 – Apr 7	Jan 7 – Jan 10	Advisor, Instructor, and Head of Department in which course is listed Submit request via the Scheduling Assistant

TO DROP A COURSE

16 WEEKS	12 WEEKS	1 ST 8 WEEKS	2 ND 8 WEEKS	IE COURSES	Signatures Required
Jan 9- Jan 23 Weeks 1-2	Jan 9 – Feb 8	Jan 9 – Jan 13	Mar 6 – Mar 13	Jan 2 – Jan 3	No Signatures (Course not recorded). Courses may be dropped via the Scheduling Assistant
Jan 24 – Feb 6 Weeks 3-4	Feb 9 – Feb 20	Jan 14 – Jan 20	Mar 12- Mar 20	Jan 4 – Jan 6	Advisor Only. (Course recorded with a “W”) Submit request via the Scheduling Assistant
Feb 7- Mar 15 Weeks 5-9	Feb 21 – Mar 28	Jan 21 – Feb 8	Mar 21 – Apr 7	Jan 7 – Jan 16	Advisor and Instructor. Instructor shall indicate grade of “W” or “WF”