PSEO COUNTER REGISTRATION FORM

ADDING/DROPPING COURSES: Courses may be added and dropped through August 29, 2025. The tuition obligation for courses dropped by that date. COURSE SWAP: Switching to another section of a course can only be processed through September 15, 2026. Course swaps are for regular students paying tuition or receiving Financial Aid. The swap refers to tuition payment be swapped from one section of a course to another section of the same course. This leaves the monetary pieces of the process unchanged. Regular PSEO could fall under this category as well if they swap a regular PSEO course with ano regular PSEO course. TOTAL WITHDRAWAL/REFUND INFORMATION: The last day to officially withdraw and receive a grade of "W" is November 26, 2025. Short term courses (those that do not meet for the full semester) have unique drop and withdrawal deadlines. Wiew those deadlines, visit https://webproc.mnscu.edu/registration and review course details. 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 00000001 4	TO PSEO ADV			FIRST NAME			
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Ex: A ENGL 1117 01 0000001 4		DEPT	CLASS#	SECTION	COURSE ID	CREDITS	
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managing your enrollment. You are agreeing to abide by the terms and conditions outlined in the RCTC studen		ollege Catal			,		



