

**Philadelphia  
College of  
Osteopathic  
Medicine**

**Return Completed Form To:**

Office of the Registrar  
203 Rowland Hall  
Philadelphia, PA 19131-1691  
Phone: 215-871-6704  
Fax: 215-871-6649  
Registrar@pcom.edu

**ADD / DROP  
FORM**

www.pcom.edu

➡ This form can be used only after a *Registration Form* has been completed. Courses can be added through the first week of classes. A refund will be issued through the 4<sup>th</sup> week of the start of classes. Return the completed form via mail, fax, or in person to the Office of Admissions and the Registrar.

**Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**Program:**

Biomedical Sciences

- Biomedical Science Certificate
- M.S. Biomed Sci. – 1<sup>st</sup> Year
- M.S. Biomed Sci. – 2<sup>nd</sup> Year
- D.O. Completing Thesis
- Non-Degree

Health Sciences

- M.S., P.A. Program – 1<sup>st</sup> Year
- M.S., P.A. Program – 2<sup>nd</sup> Year
- M.S., Forensic Medicine

Psychology

- M.S. Clinical Health Psy
- M. S. School Psychology
- M.S. ODL
- Psy.D., Clinical Psychology
- Psy.D., School Psychology
- Non-Degree
- CAGS

**2006-2007 Term:** (check one)     Fall     Winter     Spring     Summer

➡ **ADD**    **Course/Activity Information:** See the *Course Schedule*

CRN (Course Reference Number)	Subject Code	Course Number	Section Number	Course Title	Credits	Audit Y or N

➡ **DROP**     Check if Dropping ALL COURSES (do not need to list individual courses below)

CRN (Course Reference Number)	Subject Code	Course Number	Section Number	Course Title	Credits

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

User: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## ADD/DROP INFORMATION

---

An **Add/Drop Form** can be used only after a **Registration Form** has been processed.

Courses can be **Added** through the first week of class.

A class can be **Dropped** up to 4 weeks into the term.

If you will be auditing a course, please be sure to include it in the appropriate box. Audited courses are not graded (AU grade) and are not assessed tuition.

If you submit an *Add/Drop Form* and the **form is incomplete**, it will not be processed.

**Tuition charges:** A course that is added will be assessed at the full applicable tuition charge. There will be no charge for a course that is dropped during the first week of classes. Any tuition charges for a course dropped after the first week will be determined by the Bursar's Office.

---

### Add/Drop Form Instructions

- **Name and Banner ID:** Clearly **print** your name and Banner Identification Number.
- **Program:** Check your graduate program or status.
- **Courses:** Using the *Course Schedule* list at:  
[https://banner-web.pcom.edu/pls/pcom/twbkwbis.P\\_GenMenu?name=homepage](https://banner-web.pcom.edu/pls/pcom/twbkwbis.P_GenMenu?name=homepage)  
for the **course reference number, subject code, course number, section number, course title** and **credit value** of each course.
- **Signature and Date:** After carefully reading the important information, sign and date the registration form.
- If you have a new address, complete a *Change of Address Form* or log-in to PCOM Nucleus Web Services at: [https://banner-web.pcom.edu/pls/pcom/twbkwbis.P\\_GenMenu?name=homepage](https://banner-web.pcom.edu/pls/pcom/twbkwbis.P_GenMenu?name=homepage)
- **Return the completed form(s)** to the Office of the Registrar via fax, mail, or in person Monday through Friday from 8 AM through 4:30 PM.
- **Questions:** Call 215-871-6704 or e-mail registrar@pcom.edu.