

## **Re-adding Classes Process after Dropped for Non-Payment**

To re-add your classes after having been dropped for non-payment, please follow the procedure below.

Be sure to check your **PURDUE** email regularly and act on important messages sent from the University now and in the future to avoid these kinds of situations.

- 1) **Add ONE class back to your schedule** via the schedule assistant in myPurdue (does not matter which class).  
<https://www.purdue.edu/registrar/currentStudents/students/HowToAdd.html>
  - a. **Ensure it is the SAME class/SAME day/SAME time etc.** Use a previously downloaded picture/version of your schedule to request the same sections/days/times, etc.
  - b. **You'll be prompted to request approvals to add this course.** Click the "request approvals" box.
  - c. **Enter the following in the comment box before submitting** – *"Previously registered for this class, was dropped for non-payment, requesting my original spot back in this class."* That way, the instructor knows you were already in the class and you're hoping to get your original spot back. No guarantees but it *generally* works out.
  
- 2) **Pre-pay your tuition and the \$200.00 late fee ASAP** after adding one class back.
  - a. Go to the **Bills/Payments tab** in MyPurdue to **pre-pay your original tuition amount plus the \$200.00 late fee.**
    - a. Click on **'view my eStatement'**
    - b. Follow the instructions there to access your original tuition amount owed.
  - b. Until this pre-payment + late fee is received & processed by the Bursar, you'll NOT receive all the permissions you need to be re-added to your classes. Thus, this is critical to complete ASAP.
  - c. Once the Bursar receives your pre-payment/late fee, they'll then approve your requests in the Schedule Assistant to allow the system to re-add each class.
  - d. If you're waiting on financial aid to cover your tuition and were dropped in the meantime, you **MUST CALL** the Bursar at 765-494-7570 to discuss options.
  
- 3) **Once you see the Bursar has approved and you're enrolled in the ONE class, now add additional classes one at a time.**
  - a. **Enter one class, enter the comment, and hit submit. Go back out, back in, and add the next class. Keep doing this individually until all your classes are entered.**
  - b. **If you add the classes all at once, then all classes must be approved by each instructor before ANY of the classes are added back successfully.** Adding them one at a time allows individual classes to be successfully added back one at a time as each are approved by the instructor. Much better this way even if it seems like a run-around!