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](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!