LATE REGISTRATIONS, ADDS AND DROPS

Students may register through the first week of classes in the fall and spring semesters. For late afternoon and evening classes that meet once a week, adds are accepted through the day following the second class meeting. Any late registration requires the student to submit an add form signed by the course instructor to the Registrar’s Office, Enrollment Services Center, USM at Lewiston-Auburn or a University of Maine System Center. If the course is an additional registration and not a substitute for another course, payment is required when the student submits the add form. Charges also increase if the total number of credit hours increases. These must be paid at the time the increase occurs. If payment is not made, a late fee will be charged.

Students may drop classes during the first two weeks with no financial penalty or grade notation. Students who drop individual courses after the second week receive no tuition refund. A drop does not require the signature of the course instructor. Drop forms can be obtained from the Registrar’s Office, Enrollment Services Center, USM at Lewiston-Auburn or a University of Maine System Center. The date the drop form is received at one of these offices is used to determine whether charges should be deducted. Please visit www.usm.maine.edu/reg for more information.