



## ADD/DROP REQUEST FORM

IF YOU INTEND TO **DROP ALL COURSES** THIS SEMESTER, DO NOT USE THIS FORM: GO TO THE STUDENT SUPPORT CENTER ON THE DONALDSON CAMPUS TO DISCUSS A WITHDRAWAL.

THIS FORM CAN NOT BE USED TO OVERRIDE A COURSE CAP. YOU WILL NEED TO ADD IN TO THE WAITLIST THROUGH MyHC IF THE COURSE IS FULL.  
**A \$10.00 processing fee (per form) begins on the 6<sup>th</sup> instructional day of the semester for ADDS and the 16<sup>th</sup> day for DROPS. Students cannot drop a course during the last three weeks of the semester.**

**STUDENT ID#:** \_\_\_\_\_

**NAME** (LAST, FIRST MIDDLE): \_\_\_\_\_

**TERM:** \_\_\_\_\_ **AND YEAR:** \_\_\_\_\_  
SPRING, SUMMER, OR FALL

**SIGNATURE:** \_\_\_\_\_  
Date

**DO YOU RECEIVE GI BILL ASSISTANCE? YES/NO**

PLEASE COMPLETE FORM IN INK, OR COMPLETE ONLINE, PRINT, SIGN IN INK AND OBTAIN REQUIRED SIGNATURES

**ADD**

Course Subject/ Number	Course Title	Credits	CRN	Grading Method	Faculty's Name Printed	Faculty's Signature

**DROP**

Course Subject/ Number	Course Title	Credits	CRN

**Signature of Division Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Signature needed if overriding pre-requisites, or adding after the 5<sup>th</sup> day of the semester.

Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_