

ADD/DROP REQUEST FORM

INSTRUCTIONS: IF YOU INTEND TO DROP ALL COURSES THIS SEMESTER, DO NOT USE THIS FORM.

GO TO THE STUDENT SUPPORT CENTER (SSC) ON THE DONALDSON CAMPUS TO DISCUSS A WITHDRAWAL.

THIS FORM CANNOT BE USED TO OVERRIDE A COURSE CAP. YOU WILL NEED TO JOIN THE WAITLIST THROUGH MyHC IF THE COURSE IS FULL.

A \$10.00 processing fee (per transaction) begins on the 6th instructional day of the semester for ADDS and the 16th instructional day for DROPS.

Refer to the Student Guide or www.helenacollege.edu for information on the last day to drop a course.

STUDENT ID#: _____

NAME (LAST, FIRST, MIDDLE): _____

TERM: _____ **AND YEAR:** _____
SPRING, SUMMER, OR FALL

SIGNATURE: _____ **DATE** _____

DO YOU RECEIVE VETERAN EDUCATION BENEFITS? 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	Select reason for the override*					Faculty/Advisor Signature** (Please sign legibly)
				Time Conflict	Co- Requisite	Pre- Requisite	Add after Deadline	Other	

*Overrides for pre-requisites, time-conflicts, and adding after the deadline require the appropriate Faculty and Division Chair signature.

** If the course(s) require Advisor Approval, per MyHC, please select the "Other" override category and gather your Advisor's signature.

DROP

Course Subject/ Number	Course Title	Credits	CRN

For Office Use Only

Initials: _____ Date: _____

Updated 11/17/2017

SIGNATURE OF DIVISION/DEPARTMENT CHAIR **DATE**