Add / Drop Form

Student Name:_____ H#: _____

HCU Email: _____ Phone:_____

Term & Year: ‘ Summer _____ ‘ Fall _____ ‘ Spring _____

Check all that apply (requires corresponding signature):

‘ Athlete_____ ‘ International_____

　　　　　　(Athletic Dept. Approval) 　　　　　　　　　　　　　　　　(International Office Approval)

‘ VA benefits_____ ‘ Dropping below full time _____

　　　　　　(VA Representative Approval) 　　　　　　　　　　　　　　　(Financial Aid Approval)

I am requesting to: ‘ Add ‘ Drop

CRN: _____ Subject: _____ Course #:_____

Reason for request:_____

_____

Last date of attendance (for drops only): _____

Closed course or time conflict (for adds only)? ‘ Yes (requires dean's signature) ‘ No

Administrative add or drop? ‘ Yes (requires dean's signature) ‘ No

Requesting pass/fail designation (for adds only)? ‘ Yes ‘ No

Review the pass/fail policy before selecting "Yes": https://hc.edu/university-catalog/current/undergraduate-policies/. Pass/fail courses must be designated before the end of the add/drop period.

I am requesting to: ‘ Add ‘ Drop

CRN: _____ Subject: _____ Course #:_____

Reason for request:_____

_____

Last date of attendance (for drops only): _____

Closed course or time conflict (for adds only)? ‘ Yes (requires dean's signature) ‘ No

Administrative add or drop? ‘ Yes (requires dean's signature) ‘ No

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Student Signature:_____ Date: _____

Advisor Signature: _____ Date:_____ ‘ Approved ‘ Not Approved

Dean Signature:_____ Date:_____ ‘ Approved ‘ Not Approved

(only required for closed course, time conflict, or administrative add/drop)

Office of Academic Records Use Only

Processed by:_____ Date: _____