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

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.

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:** _____

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UNIVERSITY
OFFICE OF ACADEMIC RECORDS