

Add / Drop Form

Student Name: _____	H#: _____
HCU Email: _____	Phone: _____
Term & Year: <input type="checkbox"/> Summer _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____	
Check all that apply (requires corresponding signature):	
<input type="checkbox"/> Athlete _____ <i>(Athletic Dept. Approval)</i>	<input type="checkbox"/> International _____ <i>(International Office Approval)</i>
<input type="checkbox"/> VA benefits _____ <i>(VA Representative Approval)</i>	<input type="checkbox"/> Dropping below full-time _____ <i>(Financial Aid Approval)</i>

I am requesting to: <input type="checkbox"/> Add <input type="checkbox"/> Drop
CRN: _____ Subject: _____ Course #: _____
Reason for request: _____
Last date of attendance (for drops only): _____
Closed course or time conflict (for adds only)? <input type="checkbox"/> Yes <i>(requires dean's signature)</i> <input type="checkbox"/> No
Requesting pass-fail designation (for adds only)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>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>

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Last date of attendance (for drops only): _____
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Requesting pass-fail designation (for adds only)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>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>

Student Signature: _____	Date: _____
Advisor Signature: _____	Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dean Signature: _____	Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <i>(only required for closed course or time conflict)</i>

<i>Office of Academic Records Use Only</i>	
Processed by: _____	Date: _____

