



# { Course Add/Drop Form }

Total Number of Credits: \_\_\_\_\_

**This form is used to add/drop a class(es) after the initial registration within the term. It cannot be used as a withdrawal form.**

		MI	
Last Name	First Name		Student ID #
Term to which this add/drop applies: <input type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/> Spring			Year _____
Today's Date _____			

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## Adding a Course (\*Adds)

**Prerequisite/Co-Requisite:** If the course/courses the student is trying to register requires a prerequisite/co-requisite, an instructor and dean, commander, associate dean, provost or associate provost's signature is required beside the class. School stamp required.

1. To add a traditional class with open slots **after the first Friday of the term**, the **course instructor and school dean, commander or associate dean's signature is required beside the class. School stamp required.**
2. To add any class at any time that has reached its enrollment cap (**filled to capacity**), the **course instructor and school dean, commander or associate dean's signature is required beside the class. School stamp required.**
3. To add any class that will create an **overload** (over 18 credits), the advisor's signature **required with a statement explaining the overload. School stamp required.**
4. Adding a course **will not be allowed after the second Friday of the term unless the course has not yet started.**
5. Adds are not official until entered into the system by the student using WebAdvisor or by a college official (completed form submitted to the Cashier & Records Office or to the appropriate school).
6. The student is responsible for the payment of any additional fees due to adding a class(es) at the time of the transaction. Delinquent balance will cause a hold to be placed on my records restricting future registration and the release of transcripts, certificates, diplomas or other records.

Course Number	Name of Course	Instructor, Dean, Commander, Assoc. Dean, Provost/ Assoc. Provost's signature and School Stamp

## Dropping a Course (\*Drops) Dropping below full-time status can affect your financial aid.

Courses completed and/or with grades posted cannot be dropped. Refund calculation is based on the regular Fee Adjustment Schedule and Withdrawal Policy of the college. It is recommended that a student talk with their instructor prior to dropping any class.

1. The last day to drop a traditional class for financial aid purposes is the second Friday of the term (No fee adjustment.)
2. The last day to drop a traditional class for a "DP" grade on the transcript is the Friday of the tenth week of the term. Summer term is the Friday of the seventh week of the term (No fee adjustment.)
3. The last day to drop a flex class is the day before that class first meets with a 100 percent adjustment.
4. Courses dropped after the second Friday of the term will receive a "DP" on the transcript (No fee adjustment.)
5. Dropping a flex course after 50 percent of the course has started will require the school dean, commander or associate dean's signature to get a "DP" on the transcript (No fee adjustment.)
6. Drops are not official until entered into the system by the student using WebAdvisor or by a college staff (completed form submitted to the Cashier & Records Office or to the appropriate school.)
7. The student is still responsible for the payment of any fees when dropping a class after the refund period.
8. Late drops must be approved by the dean, commander, associate dean of the school and the provost or associate provost.

Course Number	Name of Course	Instructor, Dean, Commander, Assoc. Dean, Provost/ Assoc. Provost's signature and School Stamp

By signing and submitting this form to a college official, I understand and assume full responsibility for any schedule change on my Registration Contract Form as well as full financial responsibility if not covered by other authorized parties. I acknowledge that I will abide by Hocking College's policies on, including but not limited to, tuition payment deadlines and fee adjustment percentages for adding/dropping courses as stated on this contract form. I am responsible for all the charges on my account if the Withdrawal Process is not followed.

\_\_\_\_\_  
Student Signature

Rates are subject to change without prior notice.