



RESTRICTED ADD/DROP FORM

This form is used to add and drop courses during the restricted add/drop period -- after the fifth instructional day of the semester and before the tenth instructional day of the semester.

If dropping all courses due to a withdrawal or leave of absence, please contact the Dean's Office

Student's Name _____

HWS ID# _____

Semester: Fall Spring Maymester Summer Session Year _____

Adding Courses

Table with 7 columns: 4 DIGIT CLASS #, Subject Code (ex. ECON), COURSE #, SECTION #, LAB # If applies, Instructor Signature, Date

*By signing, instructor is allowing the student to add the course and to override any prerequisite restrictions and/or overload the course population

Dropping Courses

Table with 7 columns: 4 DIGIT CLASS #, Subject Code (ex. ECON), COURSE #, SECTION #, LAB # If applies, Advisor Signature, Date

*By signing, advisors have discussed the effect the drop may have on the student's progress toward completion of their degree

**This form must be submitted to the Registrar's Office (Demarest Hall, Lower Level or registrar@hws.edu) no later than the tenth instructional day of the semester.

Student Signature _____ Date: _____