

**ADD/DROP
&
WITHDRAWAL
FORM**



**HOUSATONIC
COMMUNITY COLLEGE**

Phone: 203-332-5088
Fax: 203-332-5251

**Registrar's Office
900 Lafayette Blvd., Bridgeport, CT 06604**

FOR <input type="checkbox"/> FALL <input type="checkbox"/> WINTER (Year)		Banner ID #		@											
<input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER 20__		(Please Write Clearly)													
Last Name (Print)				First Name				Middle Initial		Date of Birth					
Address (No. & Street)						City			State		Zip Code				
If you are a Veteran dropping a class please submit a copy of your new schedule to the VA Representative			Phone #			Today's Date		Student's Signature							
Please follow the specific directions as they pertain to Add, Drop, and/or withdrawal of your course(s). Below are the specific guidelines that pertain to Fall & Spring semesters only. Please view the Academic Calendar for Winter & Summer semester deadlines.															
Students are STRONGLY encouraged to consult with their course instructor(s), Advisor, and Financial Aid counselor to determine if dropping/withdrawing will impact their academic standing.															

ADD: An instructor's signature is not required when simply changing sections of the same course when if new course is open and the "ADD" takes place within the first week of classes. An instructor's signature is required for all <i>closed sections</i> of a course or for courses added after the first week of classes. After the 2 nd week of classes, the Academic Dean signature is also required.															
CRN		SUBJ		CRSE #		CRED		COURSE TITLE				INSTRUCTOR MUST PRINT, SIGN, VERIFY "CRN" & IS ONLY VALID IF PRE-REQ HAS BEEN MET			

DROP: No signature is required to drop or withdraw from a course. If the "DROP" takes place prior to the completion of the 2 nd week of classes, your name will be removed from the roster and no grade will appear for the course. After the 2 nd week through the 12 th week of classes, please use the WITHDRAWAL section below.															
CRN		SUBJ		CRSE #		CRED		COURSE TITLE							

Student Directions: No signature is required to withdraw from a course or the college. If you withdraw after the 2 nd week of classes through the 12 th week, you will receive an automatic "W". Withdrawals are not processed after the 12 th week of classes. Please pay close attention to each semesters specific deadline for withdrawing.															
CRN		SUBJ		CRSE #		CRED		COURSE TITLE				INSTRUCTOR'S PRINTED NAME ONLY			

Students are ultimately responsible for course selection and meeting graduation requirements.