

ADD/DROP FORM

State of Connecticut

Board of Governors for Higher Education

Board of Trustees for Community-Technical Colleges

Housatonic Community College 900 Lafayette Blvd., Bridgeport, CT 06604 - Fax: 203-332-5251

FOR	FALL	WINTER	(Year)	Banner ID #	@							
	SPRING	SUMMER	20____	(Please Write Clear)								
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 added and/or dropped classes.
References to various weeks in which to add/drop pertain to Fall & Spring semesters only.

Dropping a Class? Don't Simply Stop Attending!
Please Meet with a Counselor in (A108) and/or visit Financial Aid in (A111) to determine impact on your Academic Standing

ADD: Student Directions: An instructor's signature is not required when simply changing sections of the same course when the new course is open and the "ADD" takes place within the first week of classes. An instructor's signature is required for all closed sections of a course or for courses added after the first week of classes. After the 2nd week of classes, the Academic Dean signature is also required.

CRSE REF. NO	CRSE NUMBER	COURSE TITLE	CR	INSTRUCTOR'S SIGNATURE VALID ONLY IF PRE-REQ HAS BEEN MET

DROP: Student Directions: An instructor's signature is required after the completion of the 6th week of classes. Prior to that time, no signature is required. If the "DROP" takes place prior to the completion of the 2nd week of classes, your name will be removed from the roster and no grade will appear for the course. After the 2nd week of classes through the 6th week of classes, you will automatically receive a "W". After the 6th week of classes through the end of the 12th week of classes, your instructor has the option of assigning a grade of "W" or "F". Drops are not processed after the 12th week of classes and the "W" may not be assigned.

Instructor Directions: You must personally submit this notice to the Registrar's Office following the 6th week of classes through the end of the 12th week of classes. See "Student's Directions" for grading information after the 6th week of classes.

CRSE REF. NO	CRSE NUMBER	COURSE TITLE	CR	INSTRUCTOR'S SIGNATURE	FINAL GRADE

ADD

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DROP

DROP