ADD/DROP/WITHDRAW COURSE FORM

Hennepin Technical College℠

Tech ID or StarID: _____   Day Phone: _____

Student Name: _____
                       Last Name   *First Name*   *Middle Name*

      Fall Semester   Spring Semester   Summer Term   Year: _____

Check if you are: Post Secondary Enrollment Options (PSEO)   Level III/#287 student

Check if you are: Receiving Financial Aid*   Agency Funded   Participating in the Automated Payment Plan

* If you receive financial aid, check with the Financial Aid Office to see how adding/dropping/withdrawing courses will affect your financial aid award.

Please note: Students must declare a grading option at the time they register. See the Student Handbook for Grading Policy.

ADD

Course ID (Required)	Subject/#	Course Title	Start Date	Credit/ CEU	Alternate Grade Option

Instructor Signature required for course add: _____   Date:_____

Reason: Late Registration-course has already started
               Course prerequisite override
               Other _____

DROP/WITHDRAW

Course ID (Required)	Subject/#	Course Title	Start Date	LDA to W	Last Date to Withdraw

Student Signature:_____   Date:_____

For Office Use Only

Processed by: _____   Date: _____   Withdrawal (W)   Refund

SF_201803