Hennepin Technical College

ADD/DROP/WITHDRAW COURSE FORM

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

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