



Course Add/Drop Form

Office of Advising & Registration

4th Floor, Dewar Union
 Hartwick College
 Oneonta, NY 13820
 Tel: 607-431-4460; Fax: 607-431-4260

Name: _____ ID No.: _____

Circle one of the following: Fall January Spring Year: _____

Note: This form should be used for changes only (after you have pre-registered). This form may be used to obtain permission to enroll in courses requiring instructor approval. This applies to closed courses, permission only courses, courses for which the required pre-requisites have not been met, or for course registrations that result in a scheduling conflict.

<i>Syn No</i>	<i>Dept-Course No-Section No</i>	<i>Title</i>	<i>"R" for Repeat</i>	<i>Instructor Approval*</i>	<i>Check if Audit</i>
DROP	_____	_____	_____	_____	<input type="checkbox"/>
ADD	_____	_____	_____	_____	<input type="checkbox"/>
DROP	_____	_____	_____	_____	<input type="checkbox"/>
ADD	_____	_____	_____	_____	<input type="checkbox"/>
DROP	_____	_____	_____	_____	<input type="checkbox"/>
ADD	_____	_____	_____	_____	<input type="checkbox"/>
DROP	_____	_____	_____	_____	<input type="checkbox"/>
ADD	_____	_____	_____	_____	<input type="checkbox"/>

*Instructor must sign if you are adding a closed course or adding a course after the second day of the regular term (after the first day of January Term). Instructor must also sign if course is permission only, to waive prerequisites or if you have a scheduling conflict.

 Student's Signature

 Date

 Advisor's Signature

 Date

 Processed By

Do you receive financial aid? Dropping or repeating a course may seriously affect your financial aid. Please consult a financial aid officer to determine the effect.