Course Add/Drop

Office of the Registrar
101 Bresee Hall
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

HARTWICK COLLEGE
est. 1797

Fill this form out completely and return it to the Office of the Registrar for processing. Note that you are responsible for your own course registration. An instructor adding/deleting you from a roster does not constitute an official add or drop. You must make all schedule adjustments via e-Reg or this form during scheduled pre-registration and add/drop periods. Please adhere to all add/drop deadlines and policies posted on the Office of the Registrar web site when requesting an add/drop. This form must be used to drop a course when grades of 'W' are required and must be used to add a course when instructor permission to register for any course is required, regardless of whether or not a course has open seats.

This form may be used to register a senior thesis/project or by current students to register a summer course.

Name: _____ ID#/SSN: _____ Date: _____

Phone #: _____ Email: _____

If registering for a summer course, please complete the following:

Address During Summer Session (city/state/zip): _____

Course(s) to Add

Use this section to add a course that requires instructor permission, for a course you are repeating or a course that you wish to audit. All other courses should be added using e-Reg during the appropriate pre-registration or add/drop period.

Term	Sec# (ex: ACCO-101-Ab)	Title	Audit/ Repeat	Instructor Signature
			☐Audit ☐Repeat	
			☐Audit ☐Repeat	
			☐Audit ☐Repeat	

Senior Thesis/Project to Add

Use this section to register for a senior thesis or project. **Note the department chair must sign below.**

Name of faculty member issuing grade: _____

Term	Sec# (ex: ACCO-101-Ab)	Title	#Cred	Department Chair Signature

Course(s) to Drop

Use this section to drop a course. Note that dropping a course after a certain date will incur a grade of 'W'. Check the Dates and Deadlines calendar on the Office of the Registrar web page for details.

Term	Sec# (ex: ACCO-101-Ab)	Title		

By signing below you authorize the Office of the Registrar to make the above changes to your schedule. In signing you also indicate you have read and understand all applicable add/drop policies and procedures related to this transaction.

_____   _____
Student's Signature   Date

Do you receive financial aid? Do you play a sport? If you answered yes to either of these questions, dropping below 12 credits may impact your aid and/or eligibility. Please check with the appropriate office submitting this form. **Are you dropping below 3 credits in J Term?** Doing so may impact your ability to live on campus. Please check with Residential Life before submitting this form. **Are you adding more than 20 credits?** If so you'll need to petition the Committee on Academic Standards for permission and pay a per credit over election fee. Check the Student Accounts web site for a fee schedule and the Academic Affairs web site for a petition form.