

ADD/DROP  
&  
WITHDRAWAL  
FORM



**HOUSATONIC**  
COMMUNITY COLLEGE

Phone: 203-332-5088  
Email: [HO-regstudentservice@hcc.commnet.edu](mailto:HO-regstudentservice@hcc.commnet.edu)

**PLEASE DO NOT FAX**

Registrar's Office  
900 Lafayette Blvd., Bridgeport, CT 06604

FOR <input type="checkbox"/> FALL <input type="checkbox"/> WINTER (Year)	Banner ID #	@								
<input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER 20__	(Please Write Clearly)									
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 Add, Drop, and/or withdrawal of your course(s).  
Below are the specific guidelines that pertain to Fall & Spring semesters only.  
Please view the Academic Calendar for Winter & Summer semester deadlines.

Students are **STRONGLY** encouraged to consult with their course instructor(s), Advisor, and Financial Aid counselor to determine if dropping/withdrawing will impact their academic standing.

**ADD:** An instructor's signature is not required when simply changing sections of the same course when and if 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.

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CRN	SUBJ	CRSE #	CRED	COURSE TITLE	INSTRUCTOR MUST PRINT, SIGN, VERIFY "CRN" & IS ONLY VALID IF PRE-REQ HAS BEEN MET

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**DROP:** No signature is required to drop or withdraw from a course. If the "DROP" takes place prior to the completion of the 2<sup>nd</sup> week of classes, your name will be removed from the roster and no grade will appear for the course. After the 2<sup>nd</sup> week through the 12<sup>th</sup> week of classes, please use the **WITHDRAWAL** section below.

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CRN	SUBJ	CRSE #	CRED	COURSE TITLE

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**Student Directions:** No signature is required to withdraw from a course or the college. If you withdraw after the 2<sup>nd</sup> week of classes through the 12<sup>th</sup> week, you will receive an automatic "W". Withdrawals are not processed after the 12<sup>th</sup> week of classes.

Please pay close attention to each semesters specific deadline for withdrawing.

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CRN	SUBJ	CRSE #	CRED	COURSE TITLE	INSTRUCTOR'S PRINTED NAME ONLY

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**Students are ultimately responsible for course selection and meeting graduation requirements.**