

ADD/DROP  
&  
WITHDRAWAL  
FORM



**HOUSATONIC**  
COMMUNITY COLLEGE

Phone: 203-332-5088  
Email: HO-  
regstudentservice@hcc  
.commnet.edu

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			

I understand that when I register for any class at the Connecticut Community Colleges or receive any service from the CCC's I accept full responsibility to pay all tuition, fees, and other associated costs as a result of my course registration and/or receipt of services. I understand and accept that if I fail to pay by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, CCC's may refer my delinquent account to a collection agency and the College may no longer accept direct payments. I further understand that if the CCC's refers my student account balance to a third party for collection, a collection fee may be assessed and that my delinquent account may be reported to one or more of the national credit bureaus or be subject to tax-offset. By my signature I acknowledge this statement. By my signature I also acknowledge that I have read and agree to all terms and conditions outlined in the Student Enrollment Agreement: <https://www.ct.edu/admission/tuition>.

**ADD:** (Guidelines for Spring & Fall terms) 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. **Students are ultimately responsible for course selection and meeting graduation requirements.**

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D  
D

A  
D  
D

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

D  
R  
O  
P

D  
R  
O  
P

**DROP:** (Guidelines for Spring & Fall terms) 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**. 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.

CRN	SUBJ	CRSE #	CRED	COURSE TITLE

W  
I  
T  
H  
D  
R  
A  
W  
A  
L

W  
I  
T  
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**Withdrawal:** (Guidelines for Spring & Fall terms) 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. 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.

**Please pay close attention to each semester's specific deadline for withdrawing.**

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

Please do NOT mail as this may cause delays in processing your form.