HAWAI'I COMMUNITY COLLEGE
Admissions & Records Office (ARO)
Phone: (808) 934-2710

ADD/DROP FORM

Complete in black or blue ink only

Email: hawccar@hawaii.edu

Term: Fall Spring Summer Year: _____

Are you receiving Veterans Benefits? Y N
VA SCO Acknowledgment _____

Date: _____

UHID/Username: _____

Name: _____ Signature: _____
Last, First, MI

Add	Drop	Institution	CRN	ALPHA	Number	#CR	Instructor's Signature	Date

Notes:

1. The Add/Drop form is used to request manual registration. The instructor's signature is required on or after the first day of instruction.
2. Registration overrides must be issued by the instructor before a request to add a class will be processed.
3. If you have applied for or been awarded financial aid, please contact the Financial Aid Office regarding possible changes to your aid package.
4. After the financial aid "freeze" date, approximately three weeks after the start of instruction, please read and sign below.

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For those receiving financial aid:

Financial aid adjustments are made as of the "freeze" date, approximately three weeks after the start of instruction. Class(es) added after this date may not be eligible for financial aid funding. If you have any questions or concerns, please contact the Financial Aid Office at (808) 934-2712.

For all students:

You are responsible for paying any and all tuition and fees incurred for registration. Failure to pay for your registration will result in a hold on your account that will prevent future registration. Even if you withdraw from the class(es) or do not attend or do not pay, your registration will not be cancelled and you will still be obligated to pay for the registration.

By signing below you acknowledge reading and understanding the above statements.

_____ _____
Signature Date

Last modified 08/2019