



# ADD/DROP FORM

Registrar's Office  
 Phone: (203) 332-5088  
 Fax: (203) 332-5251

State of Connecticut  
 Board of Governors for Higher Education  
 Board of Trustees for Community-Technical Colleges

**Housatonic Community College 900 Lafayette Blvd., Bridgeport, CT 06604**

FOR <input type="checkbox"/> FALL <input type="checkbox"/> WINTER (Year) <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER 20____	Banner ID # (Please Write Clear)	@								
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 added and/or dropped classes.  
 References to various weeks in which to add/drop pertain to Fall & Spring semesters only.

**Dropping a Class? Don't Simply Stop Attending!**  
**Please Meet with a Counselor in (A108) and/or visit Financial Aid in (A102) to determine impact on your Academic Standing**

**ADD: Student Directions:** An instructor's signature is not required when simply changing sections of the same course when 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. After the 2<sup>nd</sup> week of classes, the Academic Dean signature is also required.

CRSE REF. NO CRN	SUBJECT NUMBER	COURSE TITLE	CR	INSTRUCTOR'S SIGNATURE VALID ONLY IF PRE-REQ HAS BEEN MET

**DROP: Student Directions:** An instructor's signature is required after the completion of the 6<sup>th</sup> week of classes. Prior to that time, no signature is required. 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 of classes through the 6<sup>th</sup> week of classes, you will automatically receive a "W". After the 6<sup>th</sup> week of classes through the end of the 12<sup>th</sup> week of classes, your instructor has the option of assigning a grade of "W" or "F". Drops are not processed after the 12<sup>th</sup> week of classes and the "W" may not be assigned.

**Instructor Directions:** You must personally submit this notice to the Registrar's Office following the 6<sup>th</sup> week of classes through the end of the 12<sup>th</sup> week of classes. See "Student's Directions" for grading information after the 6<sup>th</sup> week of classes.

CRSE REF. NO CRN	SUBJECT NUMBER	COURSE TITLE	CR	INSTRUCTOR'S SIGNATURE	FINAL GRADE

ADD

ADD

DROP

DROP

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