Howard College
Drop/Add Form
Revised 12/07/2015

Term Code: _____

Student I.D. Number: _____

OFFICE USE ONLY

Last Name: _____ First Name: _____

Refund % _____

Social Security Number: _____

Athlete: Yes ☐ No ☐
Veteran: Yes ☐ No ☐
Housing: Yes ☐ No ☐

☐ Student   ☐ Administrative

_____ TSI Status

_____ Semester Hours
Currently Enrolled
S/Flex/Mini

_____ Semester Hours
Being Dropped/Added
S/Flex/Mini

_____ Semester Hours Remaining
S/Flex/Mini

Reason _____

	Course	Section	Beginning & Ending Dates	Instructor
ADD/DROP				
ADD/DROP				
ADD/DROP				
ADD/DROP				
ADD/DROP				
ADD/DROP				

INDICATE BELOW IF THE STUDENT IS CLEAR FROM YOUR DEPT:

_____ Advisor

_____ Financial Aid

OK   Probation   Suspension

_____ Business Office

_____ Library

_____ Registrar/Admissions Office

_____ Coach (if applicable)

_____ Student Services (if applicable)

Student Signature:_____

Advisor Signature:_____   Instructor Signature_____

Admission Personnel Signature/date dropped: _____

THIS DROP IS NOT OFFICIAL UNTIL ALL APPROPRIATE SIGNATURES ARE OBTAINED AND THE FORM IS RETURNED TO THE STUDENT RECORDS OFFICE.