



<b>Year:</b>									
Fall		Winter Session		Spring		Summer			
HACCid:	H								

HACC employees should use the Employee ID.

# Drop / Add / Withdrawal (DAW) Form

## Important Information about Financial Aid and Veterans Benefits

Prior to dropping or withdrawing from courses, consult with the Office of Financial Aid or Military and Veterans Affairs to determine the impact on your financial aid award and future eligibility.

Last Name:

First Name:  MI:

Submit the completed form to your campus Welcome Center for processing. This form will be processed on the day all required information is received. Changes are effective the date the form is received. If required signatures are not present, the form cannot be processed.

- I am requesting to be re-enrolled in a course with a pending drop status.
- I am requesting to switch courses.
  - The course being dropped is within the 50% refund period
  - The course being added has already started, and; I have obtained the signature of the instructor for the course being added.

Student completes this portion:					Instructor Authorizations							
ADD	CRN Number	Subject (Math, Engl, CIS)	Course Number	Credit Hrs	Authorize Override of Prerequisite(s)?		Authorize Overload of Full Course?		Authorize Late Registration?		Authorized Signature(s)	Today's Date
					Yes	No	Yes	No	Yes	No		
					Yes	No	Yes	No	Yes	No		
					Yes	No	Yes	No	Yes	No		
					Yes	No	Yes	No	Yes	No		
					Yes	No	Yes	No	Yes	No		

DROP	CRN Number	Subject (MATH, ENGL, CIS)	Course Number	Credit Hrs

### Faculty-initiated Drops Only

- Student stopped attending and should be dropped with a \_\_\_W status or \_\_\_F grade.
- Student is being dropped as a result of academic dishonesty (BIT required) and should be assigned an F grade.

Last date of attendance required for F grades: \_\_\_\_\_

Instructor Signature

Date

By signing this form:

- I agree to abide by the policies and regulations of HACC, Central Pennsylvania's Community College;
- I authorize HACC to use my financial aid funds to pay tuition, fees and any other HACC charges;
- I will be dropped from my classes if I fail to pay tuition in full or make payment arrangements by the due date;
- I will notify the College and formally drop courses in the event that I decide to discontinue my enrollment;
- I will remain enrolled in "drop pending status" for 7 calendar days for any courses I am dropping;
- I take full responsibility for the outcome of the courses added.

If you are assigned an advising code, advisor signature or advising code is required for initial registration

OR