

ADD FORM

Take completed form to the [Registrar's Office](#) Service Window, Queen Lili'uokalani Center for Student Services, room 010. See instructions for dates. This form is not for Outreach College courses (Summer Sessions and Extension Terms).

Please Print

Name: _____
(Last) (First) (M.I.)

Semester: _____ Year: _____

UH Number or UH Username: _____

Circle Level: Undergraduate / Graduate

Add these Course Sections:

| Registrar Staff Use | + | Course Reference Number (CRN) | Credit Hours | Grading Option (circle one) ++ | Subject | Number | Section | Instructor's Signature Required (Allows Student into Restricted and Closed Section) | Date |
|---------------------|---|-------------------------------|--------------|--------------------------------|---------|--------|---------|---|--------|
| Sample | | 12345 | 03 | A-F CR/NC | ENG | 100 | 001 | <i>John Doe</i> | 9/4/15 |
| | | | | A-F CR/NC | | | | | |
| | | | | A-F CR/NC | | | | | |
| | | | | A-F CR/NC | | | | | |

+ I am changing my grading option ++ To Audit a class, obtain the instructor's consent on the *Audit Approval Form*.

If approved, I will be changing from _____ to _____ credits.

 Student's Signature Date

 Major Advisor or Graduate Chair* Approval Date
(If required – see instructions on this form.)

 College Student Academic Services Date
(Required by some colleges – see instructions on this form.)

College Remarks:

- **HOLDS** must be cleared before changes can be made to your registration. View the 'Check My Registration Status' link on [MyUH](#) for holds on your account.
- **Instructor's** signature is required.
- **Approval** from your College Student Academic Services office is required when the Add period has passed. See instructions.
- **If you are exceeding the credit load** allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.

This area reserved for Registrar's Office use.

 Registrar Staff Date

Registrar's Office Copy
 (09/15) Form/Add Form Revised

University of Hawai'i at Mānoa Instructions for Add Form

*** This form is not for [Outreach College courses \(Summer Sessions and Extension Terms\)](#). ***

- Courses may be added during the first 10 calendar days of the semester on [MyUH](#).
- Students must use this form to **add** classes and **change grading options** after the Add period (from the eleventh calendar day of the semester). Note: Please obtain the *Audit Approval Form* when selecting the 'audit' grading option.
- **Students must obtain permission.** This form requires (in this order): (1) Instructor's signature and (2) your College Student Academic Services representative's approval, when the deadline to add courses or change grading option has passed. Make an appointment with your college student academic services advisor to discuss an exception to the deadline. Reasons for the exception must be due to extenuating circumstances.
- If you are exceeding the credit load allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.
- **Holds** will prevent you from making changes to your registration. Check your registration status on [MyUH](#) to ensure that all holds have been cleared.
- **Submit the completed Add Form** to the Registrar's Office Service Window, Queen Lili'uokalani Center for Student Services, room 010. Hours: Mondays to Fridays, 8:00 am to 4:00 pm, excluding holidays. Valid photo ID required.
- Since deadlines and procedures differ between adding and withdrawing from classes, please refer to the current [UH Mānoa Registration Guide](#) for specific dates and payment and refund information. You are responsible for the accuracy of your registration and for meeting all deadlines for changes in registration.

College/School Advising Locations (subject to change)

- Architecture – Architecture 202, 956-7225
- Advising Center for Arts & Humanities majors and Languages, Linguistics & Literature majors – Queen Lili'uokalani Ctr for Student Services 113, 956-8755
- Biological Sciences majors – Edmondson 216, 956-8303
- Business majors
 - Undergraduates – Business Administration B101, 956-8215
 - MBA & MAcc – Business Administration G202, 956-8266
 - MHRM & EMBA – Business Administration A303, 956-2219
- Communication Sciences & Disorders – 677 Ala Moana Blvd., Suite 625, 692-1581
- Dental Hygiene – Hemenway 200B, 956-8821
- Education majors – Everly 126, 956-7849
- Engineering & Pre-Engineering – Holmes 250, 956-8404
- Graduate Education students* – Spalding 353B, 956-8544
- Hawaiian Knowledge majors
 - Hawaiian Language – Spalding 253A, 956-7637
 - Hawaiian Studies – Kamakakuokalani 211, 956-0642
- Mānoa Advising Center for Exploratory/General Arts & Sciences students and select pre-majors – Queen Lili'uokalani Ctr for Student Services 101, 956-7273
- Medical Technology & Pre-Med Tech – Biomedical C206, 956-8557
- Nursing & Pre-Nursing – Webster 201, 956-8939
- Ocean & Earth Science & Technology majors – Hawai'i Institute of Geophysics 135, 956-8763
- Outreach College for undergraduate unclassified students – Sinclair Library 301, 956-7221
- Pacific & Asian Studies majors – Moore 416A, 956-0827
- Physical Sciences majors – Queen Lili'uokalani Ctr for Student Services 113, 956-8755
- Social Sciences majors – Dean 2, 956-0661
 - Psychology & Pre-Psychology – Sakamaki D409, 956-8414
 - Sociology – Saunders 248, 956-7693
 - Social Work – Gartley 203, 956-7182
 - Travel Industry Management – George 346, 956-8946
 - Tropical Agriculture & Human Resources majors – Gilmore 1st Floor, 956-8183

*Obtain Graduate Chair's signature on Add Form before the Office of Graduate Education