# University of Hawai‘i at Mānoa

**Instructions for Drop Form**

- **Courses may be dropped without a “W” grade up through the sixth instructional day of the semester in STAR GPS Registration.**
- **Students must use this form to withdraw from classes after the online Drop period (from the seventh instructional day of the semester).** The deadline to withdraw from classes is the Friday of the ninth week of instruction, although some colleges may have earlier deadlines, e.g., Shidler College of Business - subject to change.
- **Students will receive a “W” grade.** If students do not officially withdraw from courses, an “F” or “NC” grade, as appropriate, may be awarded by the instructor at the end of the semester.
- **Students must obtain permission.** This form requires (in this order): (1) Instructor’s signature and (2) your College Student Academic Services representative’s approval, if required. For list, refer to the current [UH Mānoa Registration Guide](http://manoa.hawaii.edu/records/register/add_drop.html), or visit the Records and Registration website.<br>
- **Holds** will prevent you from making changes to your registration. Login to MyUH Services or STAR GPS Registration to ensure that all holds have been cleared.
- **Submit the completed Drop Form** by the published deadline 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 withdrawing from and adding classes, please refer to the current [UH Mānoa Registration Guide](http://manoa.hawaii.edu/records/register/add_drop.html) for specific dates and refund and payment information. You are responsible for the accuracy of your registration and for meeting all deadlines for changes in registration.
- **You will be credited according to the Refund schedule.**

### College/School Advising Locations (subject to change)

- **Arts & Humanities**<br>
  - Queen Lili‘uokalani Ctr for Student Services 113, 956-8755
  - Undergraduates – Business Administration 110, 956-8215
  - MBA & MAC – 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** – Early 126, 956-7849
- **Engineering & Pre-Engineering** – Holmes 250, 956-8404
- **Graduate Education students** – Spalding 33, 956-8544
- **Hawaiian Knowledge**<br>
  - Undergraduates – Spalding 33, 956-8544
- **Interdisciplinary Studies** – Hawai‘i 110, 956-7297
- **Exploratory** – Queen Lili‘uokalani Ctr for Student Services 101, 956-7273
- **Languages, Linguistics & Literature**<br>
  - Student Services 101, 956-8755
- **Medical & Pre-Med Tech** – Biomedical C202, 956-8266
- **Natural Sciences**<br>
  - Science & Mathematics – Keller 213, 956-5911
  - Nursing & Pre-Nursing – Webster 201, 956-8939
- **Ocean & Earth Science** – Geophysics 135, 956-8763
- **Outreach College for undergraduate unclassified students** – Sinclair Library 310, 956-7221
- **Pacific & Asian Studies** – Moore 416A, 956-0827
- **Public Health & Pre-Health** – Biomedical C202, 956-8267
- **Social Sciences**<br>
  - Dean 2, 956-0661
  - Sociology – Saunders 248, 956-7693
  - Social Work – Mary 203, 956-7182
- **Interdisciplinary Studies** – Hawai‘i 110, 956-7297
- **Travel Industry Management** – George 346, 956-8946
- **Tropical Agriculture & Human Resources** – Gilmore 1st Floor, 956-8183

### Registering Withdrawal Form

- **Complete Withdrawal Form** from your College Student Academic Services office.
- **Submit the completed Withdrawal Form** to the Registrar’s Office Service Window, Queen Lili‘uokalani Center for Student Services, room 010. See instructions and list of colleges on this form.
- **Student Housing Services** (students who drop in credit load below full time)
- **Veterans Affairs** (students receiving benefits who make any changes)
- **Graduate Education** (Graduate Assistants and tuition waiver recipients)
- **International Student Services** (non-immigrant students on F or J visa)
- **East-West Center** (EWC grantees)

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