

University of Hawai‘i at Mānoa

Instructions for Drop Form

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

- 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.
- If withdrawing from ALL UH Mānoa courses after the sixth instructional day of the semester, contact your College Student Academic Services office (see below for the Complete Withdrawal Form).
- 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, or visit the Records and Registration website (http://manoa.hawaii.edu/records/register/add_drop.html) or contact your college.
- Hold 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 complete 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 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)

- **University of Hawai‘i at Mānoa**
  - Architecture – Architecture 202, 956-7225
  - Arts & Humanities majors – Queen Lili‘uokalani Ctr for Student Services 113, 956-8755
  - Business majors
    - Undergraduates – Business Administration B101, 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 majors – Every 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 – Kamakakūokalani 211, 956-0642
  - Interdisciplinary Studies – Hawai‘i 110, 956-7297
  - Exploratory – Queen Lili‘uokalani Ctr for Student Services 101, 956-7273
  - Languages, Linguistics & Literature majors – Queen Lili‘uokalani Ctr for Student Services 113, 956-8755
  - Medical Technology & Pre-Med Tech – Biomedical C102, 956-8557
  - Natural Sciences majors – Keller 213, 956-5911
  - Nursing & Pre-Nursing – Webster 101, 956-8939
  - Ocean & Earth Science & Technology majors – Hawai‘i Institute of Geophysics 135, 956-8763
  - Outreach College for undergraduate unclassified students – Sinclair Library 310, 956-7221
  - Pacific & Asian studies majors – Moore 416A, 956-8027
  - Public Health Sciences – Biomedical D104, 956-8267
  - Social Sciences majors – Dean 2, 956-0661
    - Sociology – Saunders 248, 956-7693
    - Social Work & Pre-Social Work – Gartley 203, 956-7849
    - Travel Industry Management – George 346, 956-8946
    - Tropical Agriculture & Human Resources majors – Gilmore 1st Floor, 956-8183

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**REGISTRATION WINDOW**

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.

**UH Mānoa Registration Guide**

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.

**Registrar’s Office**

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 Username:** ____________________________

Circle Level: Undergraduate / Graduate

**REMINDERS**

- Hold must be cleared before changes can be made to your registration. Login to MyUH Services to view your hold.
- Instructor’s signature is required.
- Approval from your College Student Academic Services office may also be required. See instructions and list of colleges on this form.

**If approved, I will be changing from ________ to ________ credits.**

If dropping to “0” credits, obtain a Complete Withdrawal Form from your College Student Academic Services office.

**Student’s Signature**

Date

**Major Advisor or Graduate Chair* Approval**

(If required – see instructions on this form.)

Date

**College Student Academic Services**

(Required by some colleges – see instructions on this form.)

Date

**College Remarks:**

**Registrar’s Office Copy**

(08/17) Form/Drop Form Revised

This area reserved for Registrar’s Office use.