

# DROP 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

Withdraw these Course Sections (with "W" grades):

Registrar Staff Use	Course Reference Number (CRN)	Credit Hours	Subject	Number	Instructor's Signature Required	Date
Sample	12345	03	ENG	100	John Doe	9/5/17

**REMINDERS**

- **HOLDS** on your account must be cleared before changes can be made to your registration. Login to [MyUH Services](#) to view your holds.
- **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 \_\_\_\_\_ Date \_\_\_\_\_  
(If required – see instructions on this form.)

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

College Remarks:

**IMPORTANT: Please contact the following offices, if applicable.**

- Financial Aid Services** (recipients who drop in credit load below full time)
- 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)

*This area reserved for Registrar's Office use.*

\_\_\_\_\_  
Registrar's Office Staff      Date

Registrar's Office Copy  
(08/17) Form/Drop Form Revised

## 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](http://manoa.hawaii.edu/records/register/add_drop.html)>, or contact your college.
- **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](#) 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)

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| <ul style="list-style-type: none"> <li>• Architecture – Architecture 202, 956-7225</li> <li>• Arts &amp; Humanities majors – Queen Lili'uokalani Ctr for Student Services 113, 956-8755</li> <li>• Business majors             <ul style="list-style-type: none"> <li>○ Undergraduates – Business Administration B101, 956-8215</li> <li>○ MBA &amp; MAcc – Business Administration G202, 956-8266</li> <li>○ MHRM &amp; EMBA – Business Administration A303, 956-2219</li> </ul> </li> <li>• Communication Sciences &amp; Disorders – 677 Ala Moana Blvd., Suite 625, 692-1581</li> <li>• Dental Hygiene – Hemenway 200B, 956-8821</li> <li>• Education majors – Everly 126, 956-7849</li> <li>• Engineering &amp; Pre-Engineering – Holmes 250, 956-8404</li> <li>• Graduate Education students* – Spalding 353B, 956-8544</li> <li>• Hawaiian Knowledge majors             <ul style="list-style-type: none"> <li>○ Hawaiian Language – Spalding 253A, 956-7637</li> <li>○ Hawaiian Studies – Kamakākūokalani 211, 956-0642</li> </ul> </li> <li>• Interdisciplinary Studies – Hawai'i 110, 956-7297</li> </ul> | <ul style="list-style-type: none"> <li>• Exploratory – Queen Lili'uokalani Ctr for Student Services 101, 956-7273</li> <li>• Languages, Linguistics &amp; Literature majors – Queen Lili'uokalani Ctr for Student Services 113, 956-8755</li> <li>• Medical Technology &amp; Pre-Med Tech – Biomedical C206, 956-8557</li> <li>• Natural Sciences majors – Keller 213, 956-5911</li> <li>• Nursing &amp; Pre-Nursing – Webster 201, 956-8939</li> <li>• Ocean &amp; Earth Science &amp; Technology majors – Hawai'i Institute of Geophysics 135, 956-8763</li> <li>• Outreach College for undergraduate unclassified students – Sinclair Library 310, 956-7221</li> <li>• Pacific &amp; Asian Studies majors – Moore 416A, 956-0827</li> <li>• Public Health Sciences – Biomedical D204, 956-8267</li> <li>• Social Sciences majors – Dean 2, 956-0661             <ul style="list-style-type: none"> <li>○ Sociology – Saunders 248, 956-7693</li> </ul> </li> <li>• Social Work &amp; Pre-Social Work – Gartley 203, 956-7182</li> <li>• Travel Industry Management – George 346, 956-8946</li> <li>• Tropical Agriculture &amp; Human Resources majors – Gilmore 1st Floor, 956-8183</li> </ul> |
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\*Obtain Graduate Chair's signature on Drop Form before the Office of Graduate Education