

Request to Add/Withdraw Classes

This form should be used to **add** courses during the add/drop period, and to **withdraw** from courses after the add/drop period ends. Drop requests should be made via the website during the add/drop period.

Date: _____

Full name: _____ ID# _____

MHSL Email Address: _____

Semester: ☐ Fall ☐ Spring ☐ Summer Year _____

I request to **ADD** the following courses. The instructor must initial for approval if the course has started.

Instructor Initials	Course #	Section #	Course Name	Credit(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I request to **Withdraw** from the following courses. Per-credit drop fees will be assessed for summer and J-term courses.

Course #	Section #	Course Name	Credit(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature: _____

Electronic signatures can be accepted only if form is sent through the Mitchell Hamline email system

Please return your completed form to the Registrar's Office
registrar@mitchellhamline.edu
or Room 119

Office use only

Associate Dean of Academic Affairs Signature (if applicable) _____ Date _____

Date Received _____ Date Entered _____ Completed By _____

Updated May 2018