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# _____

Number of Earned Credits:_____ Graduation Term:_____

I request to **ADD** the following course(s) in the semester/term indicated below. Instructor approval required if course has started.

Semester/Term: □ Fall   □ J-Term   □ Spring   □ Summer   Year_____

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

I request to **Withdraw** from the following course(s) in the semester/term indicated below. Per-credit drop fees will be assessed for summer and J-term courses.

Semester/Term: □ Fall   □ J-Term   □ Spring   □ Summer   Year_____

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

Office use only

Vice Dean for Academic Affairs Signature (if applicable)_____ Date_____

Date Received _____   Date Entered_____   Completed By_____

Updated November 2020