

Use this form when making changes to an existing credit class schedule. This includes dropping all classes, which constitutes an official withdrawal from the College. Use the Enrollment Form to initially register for credit classes. Complete one DAW form for each term of registration (Summer I and Summer II may be combined on one form). **The refund period is referenced throughout this form. Term refund dates are available at www.hacc.edu, Student Services, Registrar, Refunds.**

SECTION 1 – Student and Term Information

By signing and dating this form, the student understands that they are agreeing to “abide by the policies and regulations set forth by HACC; they risk being dropped from classes if they fail to pay tuition in full or make payment arrangements by the due date; in the event that they decide to discontinue enrollment in any of the courses added to their schedule, they will immediately notify the Registration Office and their instructor(s); they take full responsibility for the outcome of the courses added to their schedule.”

SECTION 2 – Schedule/Class Change

Adding a Course

- Courses may be added during the registration period, which is ongoing up until the full refund deadline for a course. (Exception: Registration for ESL classes ends once the class has begun.)
- Tuition is due upon registration when adding classes after the tuition due date.

Dropping a Course - Consider the following prior to dropping a course:

- **Impact on Financial Aid** - Students receiving federal financial aid (e.g. Stafford Loan or Pell Grant) may have their financial aid adjusted. The student is liable for the debt incurred and their eligibility for future financial aid could be affected. Students should consult with the Financial Aid Office for more details.
- **Impact on Veterans Education Benefits** - Students receiving Veterans Education Benefits (e.g. GI Bill, Education Assistance Program (EAP) or Federal Tuition Assistance) must notify the Military and Veterans Affairs Office (MVAO). Dropping/withdrawing may have a negative impact on Veterans Education Benefits. If a student is dropping/withdrawing due to order to active duty, they must bring a copy of their active duty orders to the MVAO.
- **Impact on Health Insurance** - Students who are covered by their parent's health insurance generally need to be enrolled full-time (12 or more credits) to maintain coverage. Insurers' often request verification of enrollment. An Enrollment Verification Letter may be obtained from the Registration Office in-person or by written request. Valid photo identification (HACC Student ID or driver's license) must be presented at the time the request is made.
- **Impact on Health Career Program Clinical Candidacy** - A pre or non-clinical health career student may negatively affect their clinical candidacy. This includes those students that receive a D or F final grade. Students should consult with their program advisor.

SECTION 3 – College Personnel Authorization

Obtain appropriate authorized signatures to **add** a class when: (Generally, permission is not granted for any of the following reasons.)

- The class has begun and the registration period (concludes with full refund period) has ended = Instructor;
- Your total course load will equal 19 or more credits for Spring or Fall Terms, 7 or more credits for a Summer Term = Division Dean, Campus Administrator or their designee;
- The class is full = Instructor or their designee;
- The class requires a prerequisite(s), which you have not met at HACC = Advisor.

Obtain the appropriate authorized signature(s) to **drop** a class or **withdraw from all classes** when:

- The refund period has ended and it is necessary for your instructor to assign a grade of “W” or “F” = Instructor;
- The instructor is initiating the drop because the student **1) Never attended class** (NO GRADE, 50% tuition and fees forfeiture applies), **2) Stopped attending class** (indicate last date of attendance which will determine appropriate refund, and indicate a grade if LDA was after refund period) or **3) is being dropped for Disciplinary reasons** (no refund, indicate a grade if LDA was after refund period) = Instructor and Division Dean or Campus Administrator.

Obtain advisor's signature and Advising Code (formerly Alternate PIN), if applicable, when **adding** classes, if student is:

- a first-time, full time student at HACC;
- a first choice 1st and 2nd term student at HACC;
- an accelerated or provisional HS student at HACC;
- adding courses for which they have not met the prerequisite(s) courses at HACC;
- enrolled in one of these programs: Phlebotomy 0390; Culinary Arts 1260, 1261, 1580, 1581; Graphic Design 2200, 2840; Environmental Assoc. 3060; Environmental Spec. 3570; Health Sciences 359P; Nuclear Med. 3630, 363N; Radiologic Tech. 374P, 375P, 376P; Elem. Educ. (K-6) 5100; Legal Asst. & Paralegal Studies. Certificates. 5300, 5301.
- a first time, international (F-1) student at HACC;
- a first time, non-high school graduate student at HACC;
- on academic probation or suspension reinstatement at HACC;

Return the completed form to the Registration Office at the campus you attend. This form will be processed on the day all required information is received or postmarked by the U.S. Postal Service. If required information or authorization is missing, the form may be returned unprocessed.