



# HACC

## Drop/Add/Withdrawal (DAW) Form

(Read instructions on reverse side for details.)

Registration Office Use Only:

Is this an Official Withdrawal?  Yes  No

(If yes, update SFAREGS enrollment status to withdrawal status, then enter withdrawal reason code in SFAWDRL.)

**! Important !**

Are you currently receiving financial aid and/or veterans benefits?

Yes STOP!!! Prior to dropping or withdrawing, you must consult with the Office of Financial Aid or Military and Veterans Affairs, respectively.

No Continue

1. Year and Term:     Year  Spring  Summer I  Summer II  Fall

2. Last Name:

3. First Name:  4. MI:

5. HACC ID:  H

8. Reason for Drop or Withdrawal (Skip this item when adding courses only):

Academic (i.e. transferring, course load, academic suspension, etc.)

Financial (i.e. lack of funds, financial aid insufficient, not eligible, etc.)

Your Health (i.e. illness, accident, hospitalization, etc.)

Military (i.e. joined the service, called to active duty)

Work Related (i.e. relocation, new job, shift change, etc.)

Other / Personal

9. Student Signature and Today's Date (Read item 9 on reverse before signing):

Student Sign Here

Date

**Items 10 and 11 to be completed by authorized college personnel only, when necessary (see items 10 & 11 instructions on reverse side).**

6.		Subject		Course Number	Credit Hrs	10.				Authorized Signature(s)	Today's Date
		CRN Number	(e.g., Math, Engl, CIS)			Authorize Override of Prerequisite(s)?	Authorize Overload of Full Course?				
ADD						Yes	No	Yes	No		
						Yes	No	Yes	No		
						Yes	No	Yes	No		
						Yes	No	Yes	No		
						Yes	No	Yes	No		
DROP						Yes	No, no grade				
						Yes	No, no grade				
						Yes	No, no grade				
						Yes	No, no grade				
						Yes	No, no grade				

6.		Subject		Course Number	Credit Hrs
		CRN Number	(e.g., Math, Engl, CIS)		
ADD					
7.		Subject		Course Number	Credit Hrs
		CRN Number	(i.e., MATH, ENGL, CIS)		
DROP					

Comments:

12. Advisor Signature and Date (see item 12 instructions on reverse side):

Advisor Sign Here

Date

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. If required authorization is missing, the form may be returned unprocessed. If you have questions, e-mail us at [registration@hacc.edu](mailto:registration@hacc.edu).

White Copy = Registration Office Copy  
 Yellow Copy = Student Copy  
 Updated = January 4, 2006