



OFFICE OF THE REGISTRAR
 BYU-HAWAII #1974
 55-220 Kulanui Street
 Laie, Hawaii 96762-1294
 Phone: (808) 675-3736

ADD & DROP COURSE FORM

NAME:				BYUH ID:
MAJOR:				
Credits Before:				Credits After:
TERM:	FALL	WINTER	SPRING	YEAR:

Instructions:

- 1 Complete student name, BYUH ID, signature and date.
- 2 Complete ALL course information.
- 3 Acquire all required signatures.
- 4 See the Academic Calendar for all registration related deadlines including add/drop and changes from credit to audit and withdrawals.
- 5 Take completed form to the Registrar's Office, ADM Bldg. Room #100.

ADD COURSE						
COURSE SUBJECT	COURSE NUMBER	SECTION	CLASS NUMBER	Type Credit/Audit	INSTRUCTOR SIGNATURE*	DATE

DROP COURSE						
COURSE SUBJECT	COURSE NUMBER	SECTION	CLASS NUMBER	Type Credit/Audit	ADVISOR SIGNATURE*	DATE

Reminders:

- HOLDS must be cleared before classes can be added to your registration. Check your holds on your account by logging into your 'mybyuh' student center and looking under HOLDS on the right-hand side of your account.
- There is a \$10 drop-fee for each class dropped after the drop deadline.
- This form cannot be used as a complete withdrawal from the university. To drop all courses complete a discontinuance.

Signatures:

- *Instructors permission and signature are required for closed (full) courses.
- *Academic Advisor signature is required for dropping a course after deadline.
- ** Overload signatures are required for the following:
Signature of Dean/Department Chair for students whose credits total 18+.
- *** International Office Approval required for foreign students whose credits total less than 12 for Semester.

Student	Date
**Overload Approval	Date
***International Office	Date

For Office Use Only: