

# University of Hawai'i at Mānoa DROP FORM

Take completed form to the Records Service Window, Queen Lili'uokalani Center for Student Services, room 010. See instructions for dates. This form is not for Outreach College courses (Summer Sessions and Extension Terms).

Please Print

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

UH Number or UH Username: \_\_\_\_\_

Circle Level: Undergraduate / Graduate

Withdraw these Course Sections (with "W" grades):

Records Staff Use	Course Reference Number (CRN)	Credit Hours	Subject	Number	Section	Instructor's Signature Required	Date
Sample	12345	03	ENG	100	001		

**REMINDERS**

- HOLDS** must be cleared before changes can be made to your registration. View the 'Check My Registration Status' link on [MyUH](#) for holds on your account.
- Instructor's** signature is required.
- Approval** from your College Student Academic Services office may also be required. See instructions and list of colleges on this form.

If approved, I will be changing from \_\_\_\_\_ to \_\_\_\_\_ credit hours.

If dropping to "0" credits, obtain a *Complete Withdrawal Form* from your College Student Academic Services office.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Advisor or Graduate Chair Approval (if required) Date

\_\_\_\_\_  
College Student Academic Services (Required by some colleges – see instructions on this form.) Date

**IMPORTANT: Please contact the following offices, if applicable.**

- \_\_\_ **Financial Aid Services** (recipients who drop in credit load below full time)
- \_\_\_ **Student Housing Services** (students who drop in credit load below full time)
- \_\_\_ **Veterans Affairs** (students receiving benefits who make any changes)
- \_\_\_ **Graduate Division** (Graduate Assistants and tuition waiver recipients)
- \_\_\_ **International Student Services** (non-immigrant students on F or J visa)
- \_\_\_ **East-West Center** (EWC grantees)

College Remarks:

\_\_\_\_\_  
Records Staff Use Date

Admissions and Records Office Copy

## University of Hawai'i at Mānoa Instructions for Drop Form

\*\*\* This form is not for Outreach College courses (Summer Sessions and Extension Terms). \*\*\*

- Courses may be dropped without a "W" grade up through the sixth day of instruction on [MyUH](#).
- Students must use this form to **withdraw** from classes **after** the online Drop period (from the seventh day of instruction). The deadline to withdraw from classes is the Friday of the ninth week of instruction, although some colleges may have earlier deadlines, e.g., Shidler College of Business - subject to change.
- **Students will receive a "W" grade.** If students do not officially withdraw from courses, an "F" or "NC" grade, as appropriate, may be awarded by the instructor at the end of the semester.
- If withdrawing from ALL UH Mānoa courses after the semester begins, contact your College Student Academic Services office (see below) for the *Complete Withdrawal Form*.
- **Students must obtain permission.** This form requires (in this order): (1) Instructor's signature and (2) your College Student Academic Services representative's approval, if required. Refer to the current *Schedule of Classes* or [UH Mānoa Registration Homepage](#), section on Change of Registration or contact your college.
- **Holds** will prevent you from making changes to your registration. Check your registration status on [MyUH](#) to ensure that all holds have been cleared.
- **Submit the completed Drop Form** by the published deadline to the Records Service Window, Queen Lili'uokalani Center for Student Services, room 010. Hours: Mondays to Fridays, 8:00 am to 4:00 pm, excluding holidays. Valid photo ID required.
- Since deadlines and procedures differ between withdrawing from and adding classes, please refer to the current *Schedule of Classes* or [UH Mānoa Registration Homepage](#) for specific dates and refund and payment information. You are responsible for the accuracy of your registration and for meeting all deadlines for changes in registration.

### College/School Advising Locations (subject to change)

- Architecture – Architecture 202, 956-7225
- Arts & Sciences (declared majors) - Queen Lili'uokalani Center for Student Services 113, 956-8755
- Business – Shidler College of Business B101, 956-8215
- Communication Sciences and Disorders (formerly SPA) – 1410 Lower Campus Rd., 956-8279
- Dental Hygiene – Hemenway 200B, 956-8821
- Education – Everly 126, 956-7849
- Engineering – Holmes 250, 956-8404
- Graduate Division – Spalding 352, 956-8500
- Hawaiian Knowledge (Hawaiian Language) – Spalding 253, 956-7637
- Hawaiian Knowledge (Hawaiian Studies) – Kamakakūokalani 211A, 973-0979
- Medical Technology - Biomedical C206, 956-8557
- Nursing - Webster 201, 956-8939
- Ocean & Earth Science & Technology  
Hawai'i Institute of Geophysics 135, 956-8763
- Outreach College - Krauss 101, 956-7221
- Pacific & Asian Studies - Moore 416A, 956-0827
- Social Work - Henke 230, 956-3830
- Travel Industry Management - George 346, 956-8946
- Tropical Agriculture & Human Resources – Gilmore 210, 956-8183
- Mānoa Advising Center (General Arts & Sciences students and pre-majors) - Queen Lili'uokalani Center for Student Services 101, 956-7273