



Office of the Registrar – Registration & Drop/Add Form

All schedule changes should be made in consultation with your academic advisor.

This form should only be used for registrations that cannot be processed through Self Service.

Name: _____

Expected Grad Date: _____

Grad: _____ Undergrad: _____ ID#: _____

Advisor: _____

TERM	COURSE #	SECT	DROP/ADD	FOR CREDIT, SU* OR AUDIT?	INSTRUCTOR SIGNATURE <i>(only necessary to waive prerequisites or if the course has started)</i>

**SU option for undergraduate students only*

For Undergraduate Independent Study (375) and X-Credit: Requires signature of instructor and department chair

Chair: _____

Instructor: _____

Title: _____ #Credits: _____

Financial Responsibility

By registering for classes, a student acknowledges responsibility for payment of tuition and fees generated by the registration. Failure to make payment by the specified due date will result in late fees. For more information on Hood College's late fee policy, visit the Accounting Services webpage. Dropping coursework before the start of a term will result in a 100% refund/credit on tuition and fees. Dropping coursework during the drop/add period as indicated in the Academic Calendar, will result in an 80% refund/credit on tuition. After the drop/add period, students may withdraw from coursework, but will be responsible for all tuition and fees associated with that coursework, unless the course has not met. Failure to attend classes or to pay a billing statement by the due date does not constitute an official withdrawal. This withdrawal policy applies to all students who have registered for classes, including financial aid applicants.

Transcripts, grades, and registration for future semesters will be held until all financial obligations have been paid in full. If the student fails to withdraw officially from these courses by completing a withdrawal form in the Registrar's Office on or before the specified deadline dates, the student is responsible for all tuition and fees associated with the registration. Failure to attend classes or to pay by the due date does not constitute an official withdrawal. This withdrawal policy applies to all students who have registered for classes, including financial aid applicants.

Collection Costs

By registering for classes, the student agrees that in the event the student becomes delinquent or defaults in paying charges due to Hood College, the student agrees to reimburse Hood College the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney's fees, that Hood College incurs in such collection efforts.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

(Only necessary for undergraduate students if initial registration for the semester could not be completed on Self Service)

Hood College actively subscribes to a policy of equal educational and employment opportunity. For complete information on Hood College's nondiscrimination policy, please go to www.hood.edu/non-discrimination.

Office of the Registrar Hours Monday – Friday, 8:30 – 5:00: 301-696-3616: registrar@hood.edu