



Registration Form

Office of the Registrar

PLEASE NOTE: You may not be permitted to ENROLL/REENROLL based on upon the date of the request.

Student Name: _____ H# _____

Major: _____ Term: _____

Check one or more of the options below to enroll, drop, withdraw, reenroll, audit or receive an override.

- Registering before add/drop
 Registering after add/drop (Instructor Signature)
 Reenroll Due to Error
 Auditing Course (Instructor Signature)
- Dropped for non-payment
 Dropped for non-attendance
 Withdraw from one or more classes
- Override Prerequisites (Advisor/Chair Signature)
 Override OVERLOAD 18 hours (Chairs Signature)
- Override Time Conflict (Course Instructor Signature from both classes)
 Override ACADEMIC SUSPENSION (Advisor Signature)
- Override Course Capacity (Course Instructor)
 Override Major (may need to pay out of pocket)

Add (RE), Drop (DD/DC), Withdraw (W)	CRN	Prefix/ Number	Section	Credit Hours	Instructor Printed Name	Instructor Signature*	Date of Signature

Student Acknowledgement: I understand my enrollment will be changed due to the request on this form. I acknowledge enrolling in cours(es) at this time, may result in consequences including, but not limited to, missed quizzes or other in class assignments, homework or reading assignments which may not be made up and unexcused absences where work may or may not be made up. I understand this action may affect my tuition and fees. By signing below, I grant permission for the above changes to be made to my schedule. **Students enrolling in all online courses may complete this form and e-mail it to Registrar@HGTC.edu.** Instructors can either sign the form or email permission for enrollment to Registrar@HGTC.edu.

Student Signature: _____
DATE

Advisor/Chair Signature: _____
(only needed for Specified Override) DATE

Student Accounts: _____
(only after add/drop period) DATE

For Internal Office Use: Processed by: _____ Date: _____

*Instructor: By signing this form, you are permitting the student to enroll in your course after late registration, you are agreeing to assist the student by creating a set of notes for make-up work or in any other manner as needed to assist the student in getting caught up for days missed thus far in the semester. Allowing a student to enroll in a class after late registration is usually not in the best interests of the student and you will be certain to assist the student in any way possible so as to prevent the student from beginning the course at a disadvantage. Updated 1/23/19 HH