### 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 sixth day of instruction, 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. For list, refer to the current UH Mānoa Registration Guide, or visit the Records and Registration website <http://manoa.hawaii.edu/records/register/add_drop.html>, 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 Registrar’s Office Service Window, Queen Liliuokalani 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 UH Mānoa Registration Guide 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
- Advising Center for Arts & Humanities majors and Languages, Linguistics & Literature majors – Queen Liliuokalani Ctr for Student Services 113, 956-8755
- Biological Sciences majors – Edmondson 216, 956-8303
- Business majors
  - Undergraduates – Business Administration B101, 956-8215
  - MBA & MAcc – Business Administration G202, 956-8266
  - MHRM & EMBA – Business Administration A303, 956-2219
- Communication Sciences & Disorders – 677 Ala Moana Blvd., Suite 625, 692-1581
- Dental Hygiene – Hemenway 200B, 956-8821
- Education majors – Every 126, 956-7849
- Engineering & Pre-Engineering – Holmes 250, 956-8404
- Graduated Education students* – Spalding 353B, 956-8544
- Hawaiian Knowledge majors
  - Hawaiian Language – Spalding 253A, 956-7637
  - Hawaiian Studies – Kamakahonu 211, 956-0642
- Mānoa Advising Center for Exploratory/General Arts & Sciences students and select pre-majors – Queen Lili'uokalani Ctr for Student Services 101, 956-7273
- Medical Technology & Pre-Med Tech – Biomedical C206, 956-8577
- Nursing & Pre-Nursing – Webster 201, 956-8939
- Ocean & Earth Science & Technology majors – Hāwai'i Institute of Geophysics 135, 956-8763
- Outreach College for undergraduate unclassified students – Sinclair Library 301, 956-7221
- Pacific & Asian Studies majors – Moore 416A, 956-0827
- Physical Sciences majors – Queen Liliuokalani Ctr for Student Services 113, 956-8755
- Social Sciences majors – Dean 2, 956-0661
- Psychology & Pre-Psychology – Sakamaki D409, 956-8414
- Sociology – Saunders 248, 956-7693
- Social Work – Garlery 203, 956-7182
- Travel Industry Management – George 346, 956-8946
- Tropical Agriculture & Human Resources majors – Gilmore 1st Floor, 956-8183

\*Obtain Graduate Chair’s signature on Drop Form before the Office of Graduate Education