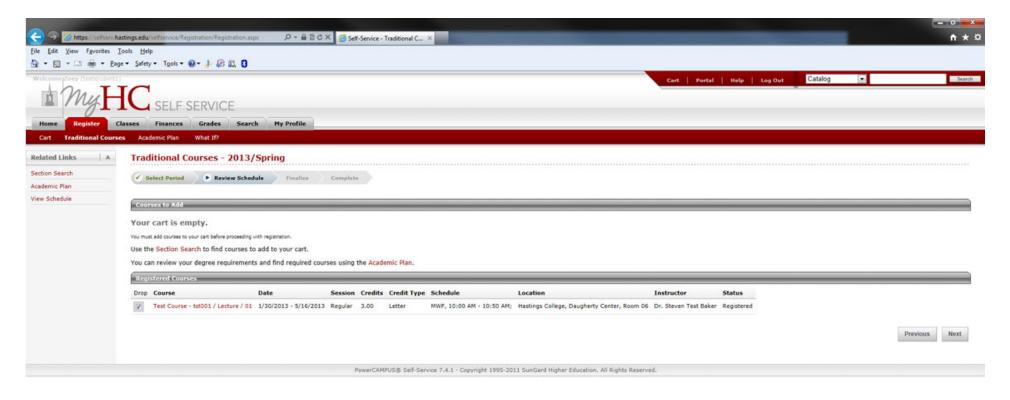
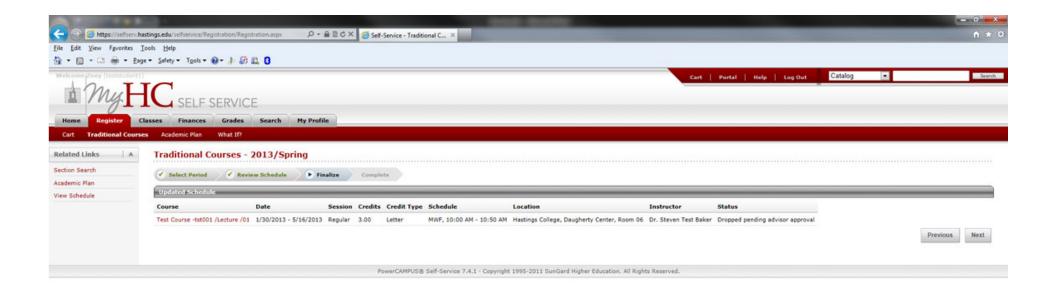
## **DROPPING A COURSE**



To drop a course go to your schedule. Select the "Drop" box on the left side of the screen. Then select the "Next button on the bottom right of the screen.



The following screen will appear showing the course was submitted to your advisor for approval.



## HastingsCollege

## Registrar

The Registrar's Office is open from 8:00 am to 5:00 pm Monday thru Friday and we are located in Hurley McDonald room 109.

Students will always need to register using a Drop/Add slip for the following situations: registering for more than 16 credit hours, if you have permission to enroll in a closed course, and Variable credit courses. Students will be able to pick up Drop/Add slips at the Registrar's Office.

Students who are enrolling in Arranged or Direct study courses must complete a "Request for Arranged course or Direct Study" and a Drop/Add form. You will submit the completed copy of the form with the signature of the instructor of the course, the Department chair and include a copy of a syllabus to the Vice President for Academic Affairs or Associate Vice-President for Academic Affairs.



Student wishing to enroll in an independent study course must have junior or senior standing and go to the Registrar's Office to get an independent study form.

Phone: 402.461.7306 hcregistrar@hastings.edu Registrar Hastings College 710 North Turner Avenue Hastings, NE 68901