

University of Hawai'i at Mānoa ADD 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.)

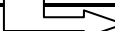
Semester: _____ Year: _____

UH Number or UH Username: _____

Circle Level: Undergraduate / Graduate

Add these Course Sections:

Records Staff Use	*	Course Reference Number (CRN)	Credit Hours	Grading Option (circle one)**	Subject	Number	Section	Instructor's Signature Required (Allows Student into Restricted and Closed Section)	Date
Sample		12345	03	A-F CR/NC	ENG	100	001		
				A-F CR/NC					
				A-F CR/NC					
				A-F CR/NC					
				A-F CR/NC					

* I am changing my grading option  ** To Audit a class, obtain the instructor's consent on the *Audit Approval Form*.

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

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

College Remarks:

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 is required when the Add period has passed. See instructions and list of colleges on this form.
- **If you are exceeding the credit load** allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.

Records Staff Use Date
Admissions and Records Office Copy

University of Hawai'i at Mānoa Instructions for Add Form

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

- Courses may be added during the first 10 calendar days of instruction on [MyUH](#).
- Students must use this form to **add** classes and **change grading options** after the Add period (from the eleventh calendar day of the semester). Note: Please obtain the *Audit Approval Form* when selecting the 'audit' grading option.
- **Students must obtain permission.** This form requires (in this order): (1) Instructor's signature and (2) your College Student Academic Services representative's approval, when the deadline to add courses or change grading option has passed. Make an appointment with your college student academic services advisor to discuss an exception to the deadline. Reasons for the exception must be due to extenuating circumstances.
- If you are exceeding the credit load allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.
- **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 Add Form** 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 adding and withdrawing from classes, please refer to the current *Schedule of Classes* or [UH Mānoa Registration Homepage](#) for specific dates and payment and refund 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 Hawaii 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