Adding/Dropping Classes

You may add or drop courses through the MyUH Portal on the internet. When you drop a class, you will receive a “W” grade. A “W” grade means that you have officially dropped a course. If you intend to withdraw but do not officially do so, you are considered enrolled and expected to complete assignments; the instructor will give you a grade based on your work in the class.

**Erase Period** - Courses dropped during the first 3 weeks of the semester will not be recorded on the student’s record and a “W” grade will not be assigned.

**Deadlines** - Check the College Calendar for both add and drop deadlines. You need to take care of your responsibilities in dropping a course because your GPA could be affected.

**Semester Courses** - You may drop (withdraw from) semester-length courses any time up to the stated deadline.

**Non-Semester Length Courses** - The last day to withdraw from modular and non-modular courses that are completed in less than a semester is the instructional day prior to 60% completion of the course.

**Complete Withdrawal** - Students may drop courses online via their MyUH Portal prior to the first day of instruction. If you are not allowed to withdraw from the last course listed under Current Schedule in your MyUH Portal, contact the Admissions and Records Office at (808) 245-8225. There is no charge for a withdrawal from your last Kaua‘i Community College course. Official withdrawal is not complete until the required form has been filed and all financial obligations cleared.

**Cancelled Course** - When a course is cancelled, an email notification will be sent to your hawaii.edu account (e.g., johndoe@hawaii.edu). Your hawaii.edu account is the official means by which the University will communicate important messages to you. Please check this account regularly.