

Important Forms

Forms	Purpose	Where Available
Application for Admission	Used to apply for admission. Student Signature required. No fee.	All campus locations and Departments; Catalogs Registration Office Hawkeye Center, Lower Level Online
Course/Full Withdrawal Course/Partial Withdrawal	Used to withdraw from class(es) after the drop date for all classes or individual classes. Student and instructor signature required.	Student Services Office Hawkeye Center, Upper Level Registration Office Hawkeye Center, Lower Level
Course Registration Form	Used to schedule classes. Student and Advisor signatures required.	Student Services Office Hawkeye Center, Upper Level Registration Office Hawkeye Center, Lower Level
Financial Policy Waiver	Used to request a waiver of specific registration or other financial fees.	Student Services Office Hawkeye Center, Upper Level Business Office Hawkeye Center, Lower Level
Fresh Start Petition	Used for students who change to a new program after receiving unsatisfactory grades in a previous program at Hawkeye Community College.	Registration Office Hawkeye Center, Lower Level Student Services Office Hawkeye Center, Upper Level
Grade Requitl For Failure To Withdraw Form	Used to change all "F" grades after withdrawal date. Under specific conditions.	Registration Office Hawkeye Center, Lower Level
Official Enrollment Verification Form	Used to verify enrollment for loan, insurance, tax, etc. purposes.	Registration Office Hawkeye Center, Lower Level
Petition for Course Audit	Used if you plan to take a course for no credit/no grade. Student and Instructor signatures required BEFORE course begins.	Registration Office Hawkeye Center, Lower Level
Request for Transfer, From One Major to Another	Used for currently enrolled students wishing to switch from one program to another.	Student Services Office Hawkeye Center, Upper Level Admissions Office Hawkeye Center, Lower Level

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Request for Readmission of Suspended Student	Used for readmission of suspended student to a major.	Admissions Office Hawkeye Center, Lower Level
Registration and Records Policy Waiver	Used to request a waiver or Substitution for a course. Student, Advisor and Department Chair signatures required.	Student Services Office Hawkeye Center, Upper Level Registration Office Hawkeye Center, Lower Level
Transcript Request Form	To prepare transcript of academic record. Limit of three free per semester. Student release Required for each request.	Registration Office Hawkeye Center, Lower Level