

Add Course(es)

 Drop/Withdraw Course(es) *

** Note: Withdrawing from a course after the 75% point of the term may result in the student receiving a failing grade unless justifiable explanation is given in writing and approved by the course instructor. 75% dates are listed in the academic calendar.*

Student's Last Name	First Name	Middle Initial	Date	Student ID or Social Security #
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Curriculum Program/Major	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year _____
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ADD COURSE(ES)

ADD Course & Section #	Course Title	Instructor's Signature <small>(Required After Start Date of Course)</small>	Credit Hours	Room	Class Hours							
					Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	

↓↓↓ **DROP/WITHDRAW COURSE(ES)** ↓↓↓

DROP/WITHDRAW Course & Section #	Course Title	Instructor's Signature <small>(Required after last day to request a "W")</small>	Credit Hours	Last Date Attended	Grade	Comments

SIGNATURES

For Office Use Only

Student	Credit Hours Before Change	Credit Hours After Change
MCC Success Coach	Original Registration Receipt No. & Date	
MCC Financial Aid Staff	Tuition Due	Amount
MCC Registrar or Assistant	Tuition Refund	Amount

- Reason for dropping the course(s) or withdrawing from college:**
- | | |
|--|---|
| <input type="checkbox"/> Academic/Excessive Absences | <input type="checkbox"/> Military service |
| <input type="checkbox"/> Child care problems | <input type="checkbox"/> Moved |
| <input type="checkbox"/> Death in family | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Dissatisfaction (explain below) | <input type="checkbox"/> Personal (explain below) |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Transferring to another college/university |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health | |

Explanation:

Notes:

ADD

DROP / WITHDRAW