DROP/ADD FORM
(CHANGE OF REGISTRATION)

Date: _____ SEMESTER: ____Fall ____Spring ____Summer YEAR: _____

Name (Please Print): _____
Last First Middle

Student ID or SSN: _____ Student's Signature: _____

Students who drop or withdraw from any course must check with financial aid office before registration will accept this form. FA/AS Clearance: _____

Students who drop during the first 10 days of regular term, (a proportion for shorter terms) must be documented.
Drops/Adds will not be accepted over the telephone. ***Students must complete this form or notify MSC via email or fax (fax requires signature). Students who drop during this time will not be charged.***

Classes Added: **During the 1st five days of a regular semester/term (a proportional time for shorter terms).**

After enrollment adjustment (first ten days of regular term, a proportion for shorter terms) prior to the 11th week of enrollment a student may withdraw from a course with a grade of "W". *(Please submit copy to Registrar's Office)* After the 12th week or proportion of term student will receive a grade "W", "AW" or "F" depending on student's standing. Permission of the instructor is required.

Action: (circle one)	Course Prefix & Number	Section	Last Date of Attendance (from Instructor)	Grade Assigned*	**Signature Required** by the Instructor after the 12th Week
Add Drop					
Add Drop					
Add Drop					
Add Drop					
Add Drop					
Add Drop					
Add Drop					

***Grade Assigned:** Leave blank during refund period. After refund period, enter "AW" if student is administratively withdrawn by instructor, "W" if student is withdrawing during automatic "W" period, "AW", "W" or "F" if student is withdrawing **after** automatic "W" period.

Please submit copy to Registrar's Office.

Registrar's Office: _____Date_____