

(Individual Add/Drop/ Complete Withdraw/ Transferring/Graduate)

Date: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer YEAR: \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_ Name: \_\_\_\_\_  
 Last First Middle

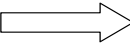
Student's Signature: \_\_\_\_\_

**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/Addts 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. (please submit copy to Registrar's Office)*

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

**CLASS SECTIONS DROPPED/WITHDRAWN:**

*This Section for Individual Courses Dropped/Withdrawn*  


Course Prefix & Number	Section	Last Date of Attendance (from Instructor)	Grade Assigned*	Required, Instructor, or Academic Advisor.

**\*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 After refund period, enter "AW" if student is administratively withdrawn by instructor, "W" if student is withdrawing during automatic "W" period, "W" or "F" if student is withdrawing **after** automatic "W" period. (please submit copy to Registrar's Office)

**Classes Added:** During the 1<sup>st</sup> five days of a regular semester/term (a proportional time for shorter terms). (please submit copy to Registrar's Office)

**CLASS SECTIONS ADDED:**

*This Section for Individual Courses Added*  


Course Prefix & Number	Section	Subtype (Lecture, Internet, ITV or Lab)	Time	Days	Required, Instructor or Academic Advisor Signature.

**If you are withdrawing from all courses, graduating or transferring please check one of the below boxes and have each office listed sign off before presenting to the Registration and Admission Office.**

Students who wish to withdraw from all courses: FA/AS Clearance: \_\_\_\_\_  
 Business Clearance: \_\_\_\_\_

Students who are Graduating or transferring: Registration: \_\_\_\_\_