

# Add/Drop Form

OFFICE USE: Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Planned Degree: \_\_\_\_\_  
 Program of Study: \_\_\_\_\_  
 Transfer To: \_\_\_\_\_

Fall     Spring     Summer    Year: 20 \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last                      First                      Middle                      Maricopa Student ID Number

Check one below		Course Number (Example: ENG101)	Class Number (Ex. 12345)	Units	Drop Code Number (See back)	Authorized Signature	Comments	Date Signed	For faculty use only	
Add or Reinstatement	Drop or Withdraw								Withdrawal Status* "W" or "Y"	Last Date of Attendance

My signature indicates that I understand the Add/Drop, Withdrawal and Refund Policies. If I am receiving any type of financial assistance, I am responsible to notify the appropriate office(s) of change in enrollment. The official date of this add/drop/withdrawal will be the date this form is received in Advisement & Registration/Enrollment Services.



www.mesacc.edu

3/2013

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*After week seven of the term an instructor's signature is required. A grade of "W" (Withdrawn Passing) or "Y" (Withdrawn Failing) will be assigned. Visit My.maricopa.edu to view specific class deadlines.*

*(detailed instructions and drop codes on reverse side)*

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**INSTRUCTIONS:**

- This form **MUST** be received in the Advisement and Registration Office/Enrollment Services before any requested changes can be processed.
- To add a class, complete this form, including your signature, date and all information requested.
- If you have applied for Financial Aid, Veterans Benefits, or Social Security Benefits for this term, see an Academic Advisor.
- To add a class for which you need special permission, see an Academic Advisor or the appropriate Department Chairperson/Coordinator.
- To be reinstated into a class from which an instructor has withdrawn you, one option for instructors is to return this form to the Advisement and Registration/Enrollment Services office personally or use the online override process..
- To drop a class, complete this form. Include a drop code number, your signature and the date.

**PLEASE READ THE REFUND POLICY.**

**Note:** After week seven of the term an instructor's signature is required.  
 A grade of "W" (Withdrawn Passing) or "Y" (Withdrawn Failing) will be assigned.  
 Visit My.maricopa.edu to view specific class deadlines in your Student Center.

DROP CODES FOR STUDENT USE ONLY	
01 Student ill and/or hospitalized	18 Dissatisfied with instruction
02 Financial problems	19 Books/supplies not available
03 Employment related	20 No reason given
04 Technical difficulties	21 Enrolling at another college
05 Academic difficulties	23 Dissatisfied with course
06 Family related	24 Misadvised
08 Transportation	27 Lack of time
09 Personal/Confidential	28 Official church mission
11 Military commitments	29 Foreign aid service of the fed gov't
14 Student moved	30 Not required for program
16 Placed in alternative class/section	

DROP CODES FOR FACULTY USE ONLY	
31 Student ill and/or hospitalized	39 Personal/Confidential
32 Financial problems	41 Military commitments
33 Employment related	42 Excessive absences
34 Technical difficulties	43 Never attended
35 Academic difficulties	44 Student moved
36 Family related	46 Placed in alternative class/section
38 Transportation	47 Death of student
	51 Requirements not met

**THE INFORMATION ABOVE DOES NOT INCLUDE THE COMPLETE COLLEGE POLICY. PLEASE REFER TO THE COLLEGE CATALOG.**

3/2013