

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.



Student Signature _____ Date _____

www.mesacc.edu

**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 A grade of "W" (Withdrawn Passing) or "Y" (Withdrawn Failing) will be assigned.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.*

3/2013

(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To be reinstated into a class from which an instructor has withdrawn you, one option for instructors is to return this form to the Advisement and Registration/Enrollment Services office personally or use the online override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 A grade of "W" (Withdrawn Passing) or "Y" (Withdrawn Failing) will be assigned.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

- | | |
|--|---|
| <ul style="list-style-type: none"> 01 Student ill and/or hospitalized 02 Financial problems 03 Employment related 04 Technical difficulties 05 Academic difficulties 06 Family related 08 Transportation 09 Personal/Confidential 11 Military commitments 14 Student moved 16 Placed in alternative class/section | <ul style="list-style-type: none"> 18 Dissatisfied with instruction 19 Books/supplies not available 20 No reason given 21 Enrolling at another college 23 Dissatisfied with course 24 Misadvised 27 Lack of time 28 Official church mission 29 Foreign aid service of the fed gov't 30 Not required for program |
|--|---|

DROP CODES FOR FACULTY USE ONLY

- | | |
|---|---|
| <ul style="list-style-type: none"> 31 Student ill and/or hospitalized 32 Financial problems 33 Employment related 34 Technical difficulties 35 Academic difficulties 36 Family related 38 Transportation | <ul style="list-style-type: none"> 39 Personal/Confidential 41 Military commitments 42 Excessive absences 43 Never attended 44 Student moved 46 Placed in alternative class/section 47 Death of student 51 Requirements not met |
|---|---|

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