

Late Add/Drop Process

STEP 1. If you must Add or Drop a class after the deadline, you will follow this online procedure.
Go to MyMC. Next click on Add or Drop Classes.

NOTE: Because of the sensitivity of their enrollment status, the following student groups will continue to use the Late Add/Drop paper form: Athletes, International Students, Law Students, and Physician Assistant Students. The paper forms can be retrieved in the Registrar's Office or from the department secretary.

Academic & Registration

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STEP 2. You will be directed to the add/drop screen in Banner web. If you can still ADD or DROP a class, the form will allow you to enter a CRN to ADD or click the Action field to DROP. If neither of these processes work you will need to click on the link for your request to ADD or DROP a class after the deadline.

Personal Information Student Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

Before adding courses, you must read the [Mississippi College Student Enrollment and Financial Agreement](#). By clicking "Submit Changes" at the bottom of this page, you acknowledge that you have read and accept the Agreement. **Billing hours over 18 will result in additional tuition charges.**

To add a class, enter the Course Reference Number in the Add Classes section. If you attempt to add a class and receive a "Registration changes are not allowed ..." message, [click here to start the LATE ADD process.](#)

To drop a class, use the options available in the Action pull-down list. If the DROP action you desire is not available, [click here to start the LATE DROP process.](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 08, 2012		20541	BIO	251	A	Undergraduate	4.000	Normal		Microbiology
Web Registered on Nov 08, 2012		22429	BIO	251	2	Undergraduate	0.000	Normal		Microbiology Lab
Web Registered on Nov 08, 2012		22054	CHE	124	A	Undergraduate	4.000	Normal		Integrated Chemical Principles
Web Registered on Nov 08, 2012		22055	CHE	124	1	Undergraduate	0.000	Normal		Integrated Chem Princi Lab
Web Registered on Nov 08, 2012		20775	CHPL	0000	A	Undergraduate	0.000	Credit/No Credit		Chapel
Web Registered on Nov 08, 2012		20447	ENG	099	A	Undergraduate	0.000	Credit/No Credit		Writing Proficiency Exam
Admin Drop- Never Attended on Jan 15, 2013		20461	ENG	102	L	Undergraduate	0.000	Normal		English Composition
Web Registered on Nov 08, 2012		20910	KIN	107	A	Undergraduate	3.000	Normal		First Aid and CPR
Web Registered on Nov 08, 2012		20414	BIB	110	A	Undergraduate	3.000	Normal		An Intro to the Old Testament
Registered on Jan 15, 2013	None	20215	COM	203	HF1	Undergraduate	3.000	Normal		Professnl Communication Skills

Total Credit Hours: 17.000
 Billing Hours: 20.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Nov 11, 2016 01:50 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

STEP 3. Once you select either Late Add or Late Drop, you will be directed to this page.

LATE ADD will allow you to choose the course you would like to add. Fill in all fields click Submit.

NOTE: If the course you would like to add is not listed, you may need special permission to add this course. Please check with the secretary for this department to fill out the paper late add form and submit it to the registrar's office either in person or via email

Add After the Deadline

Important notes:

- If the course you wish to add late does not display, please contact the Registrar's Office located in the basement of Nelson Hall. 601.925.3210.
- You are not officially added to the class until you receive an email notification indicating your request has been approved and processed.

*Class to Add:
 Select a Course

*Reason

*Telephone Number (where you can be reached):
 Example: ###-###-####

*Check this box to accept financial responsibility for this action and verify that the submitted information is correct:

Submit

* denotes required fields.

Contact
Office of the Registrar
 Website: mc.edu/offices/registrar
 Phone: 601-925-3210
 Email: registrar@mc.edu

Once you select the course you wish to ADD late and click Submit, the confirmation page will display letting you know that your request has been sent to the department of the course for review.

Add After the Deadline

Important notes:

- If the course you wish to add late does not display, please contact the Registrar's Office located in the basement of Nelson Hall. 601.925.3210
- You are not officially added to the class until you receive an email notification indicating your request has been approved and processed.

Action: **Add**

Class: **COM 102 BA1 - Communication Research**

Reason: **Needed to graduate.**

Telephone Number: **6011234567**

~~The process has been initiated to Add COM 102 BA1 - Communication Research.~~

You will receive a confirmation email once your request has been processed. Please allow 3-5 business days for processing.

[Click here to return to MY MC](#)

Contact

Office of the Registrar

Website: mc.edu/offices/registrar

Phone: [601-925-3210](tel:601-925-3210)

Email: registrar@mc.edu

LATE DROP will display courses that are not graded and have passed the eligible date to officially drop. Choose the course you wish to drop click Submit.

NOTE: If you are dropping all of your classes, you need to use the Complete Withdrawal Form located on the MyMC homepage.

Drop After the Deadline

Important notes:

- If the course you wish to drop late does not display, please contact the Registrar's Office located in the basement of Nelson Hall. 601.925.3210.
- You are not officially dropped from the class until you receive an email notification indicating your request has been approved and processed. THEREFORE, YOU SHOULD CONTINUE TO ATTEND CLASS UNTIL YOU RECEIVE NOTIFICATION. FAILURE TO DO SO COULD NEGATIVELY IMPACT YOUR GRADE.

*Class to Drop

	CRN	Title	Subj	Crse	Sec	Credits	Grade	Drop Deadline
<input type="radio"/>	20215	Professnl Communication Skills <i>Unable to Drop Class</i> <i>• Not past Drop Deadline / Use Banner Web</i>	COM	203	HF1	3		Dec 31, 2016
<input type="radio"/>	20414	An Intro to the Old Testament	BIB	110	A	3		Mar 22, 2013
<input type="radio"/>	20447	Writing Proficiency Exam <i>Unable to Drop Class</i> <i>• A grade has already been assigned</i>	ENG	099	A	0	NC	Mar 22, 2013
<input type="radio"/>	20541	Microbiology	BIO	251	A	4		Mar 22, 2013
<input type="radio"/>	20910	First Aid and CPP	KIN	107	A	3		Mar 22, 2013
<input type="radio"/>	22054	Integrated Chemical Principles	CHE	124	A	4		Mar 22, 2013

*Reason

*Telephone Number (where you can be reached):

Example: ###-###-####

*Check this box to accept financial responsibility for this action and verify that the submitted information is correct.

* denotes required fields.

Once you make your choice of which class you are requesting to DROP late, click Submit. The confirmation page will display letting you know that your request has been sent to the department of the course for review.

Drop After the Deadline

Important notes:

- If the course you wish to drop late does not display, please contact the Registrar's Office located in the basement of Nelson Hall. 601 925 3210.
- You are not officially dropped from the class until you receive an email notification indicating your request has been approved and processed. THEREFORE, YOU SHOULD CONTINUE TO ATTEND CLASS UNTIL YOU RECEIVE NOTIFICATION. FAILURE TO DO SO COULD NEGATIVELY IMPACT YOUR GRADE.

Action: **Drop**

Class: **20414 - An Intro to the Old Testament**

Reason: **I've missed too many classes.**

Telephone Number: **6011234567**

The process has been initiated to Drop 20414 - An Intro to the Old Testament

You will receive a confirmation email once your request has been processed. Please allow 3-5 business days for processing.

[Click here to return to MY MC](#)

Contact

Office of the Registrar

Website: mc.edu/offices/registrar

Phone: [601-925-3210](tel:601-925-3210)

Email: registrar@mc.edu

Once your request has been approved or denied, you will receive an email. All decisions made will be listed within this email for your information.