MISSISSIPPI COLLEGE
ADD FORM
(effective Fall 2012)

*****MUST BE APPROVED BY DEPARTMENT CHAIR, DEAN, AND VICE PRESIDENT FOR ACADEMIC AFFAIRS AFTER ADD OR DROP DEADLINE*****

For: Fall _____ Spring _____ Summer_____ Year _____

_____	_____			_____
MC ID#	**Last Name**	**First Name**	**Middle Name/Initial**	**Date**

ADD COURSE*** Complete Course Information Must Be Provided

CRN #	DEPT	COURSE #	SEC	HRS	TIME	DAY	APPROVAL SIGNATURES
							INSTRUCTOR: _____ **DEPT CHAIR:** _____ **DEAN:** _____
							INSTRUCTOR: _____ **DEPT CHAIR:** _____ **DEAN:** _____
							INSTRUCTOR: _____ **DEPT CHAIR:** _____ **DEAN:** _____

Please provide an explanation for the requested action:

_____

_____

_____

_____

If international student, approval of the Office of Global Education: _____

***FINAL APPROVAL OF VPAA*:** _____

TOTAL HOURS AFTER PROCESSING DROP/ADD _____. ADJUSTMENTS TO HOURS MAY AFFECT YOUR FINANCIAL AID AND/OR HOUSING. QUESTIONS SHOULD BE DIRECTED TO THE FINANCIAL AID/RESIDENCE LIFE OFFICES. I understand that, in changing my schedule without advisor consultation, I may delay completion of my degree.

_____

Student Signature **Date**

_____

Processed by: **In the Office of the Registrar** **Date**

ANY CLAIMS FOR REFUNDS OF TUITION WILL BE BASED ON THE DATE ON WHICH THE STUDENT FILES THE REQUEST WITH THE OFFICE OF THE REGISTRAR.

ADD FEE: $25.00 AFTER THE DEADLINE TO ADD COURSES

MISSISSIPPI COLLEGE
DROP FORM
(effective Fall 2012)

*****MUST BE APPROVED BY DEPARTMENT CHAIR, DEAN, AND VICE PRESIDENT FOR ACADEMIC AFFAIRS AFTER ADD OR DROP DEADLINE*****

For: Fall _____ Spring _____ Summer_____ Year _____

MC ID#	Last Name	First Name	Middle Name/Initial	Date
_____	_____			_____

DROP COURSE*** Complete Course Information Must Be Provided

CRN #	DEPT	COURSE #	SEC	HRS	TIME	DAY	APPROVAL SIGNATURES
							INSTRUCTOR: _____ DEPT CHAIR: _____ DEAN: _____
							INSTRUCTOR: _____ DEPT CHAIR: _____ DEAN: _____
							INSTRUCTOR: _____ DEPT CHAIR: _____ DEAN: _____

Please provide an explanation for the requested action:

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If international student, approval of the Office of Global Education: _____

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