

**SCHEDULE CHANGES – APPROVAL REQUIRED**

Instructor approval to add a course is required if the course:

- has already begun
- is full
- has a proficiency or prerequisite that the student does not meet

Options for processing:

- The student delivers this form to the Admissions, Registration and Records Office. (An after-hours drop box is located on the outside wall of Student Services.)
- The instructor emails the approval to the Admissions, Registration and Records Office.
- The instructor submits this form electronically through the MHCC portal.

Please read the **IMPORTANT NOTES** below.

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_

ID# OR SSN# \_\_\_\_\_ TERM / YEAR \_\_\_\_\_ / \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
Term Year

STUDENT SIGNATURE \_\_\_\_\_

ADD			INSTRUCTOR APPROVAL (VIA SIGNATURE OR EMAIL)	DATE
COURSE	SECTION	GRADE TYPE*		

\*GRADE TYPE: LT = LETTER SU = PASS/FAIL AU = AUDIT

DROP	
Course	Section

**IMPORTANT NOTES:**

- Adds must be processed by the end of the 2nd week of classes (or the equivalent for non-standard term length classes).
- Drops must be processed by the refund date to have charges removed.
- Dropping courses may affect your financial aid or Veteran's benefits.
- Refund dates vary by course. See your class schedule for refund dates.

It is the student's responsibility to ensure this form is processed by the Admissions, Registration and Records Office within the Student Services Center. View your schedule and account information at <http://my.mhcc.edu/ics>.