

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, room AC2253. (A secure drop box is located on the outside wall between the offices of Student Services and Human Resources.)
- The instructor emails the approval (and states that **Participation/Attendance** has been verified) to the Admissions, Registration and Records Office.
- The instructor submits this form electronically through the MyMHCC portal.

NAME (LAST) _____ (FIRST) _____ (MI) _____

MHCC ID# _____ TERM / YEAR _____ / _____ PHONE (_____) _____
Term Year

STUDENT SIGNATURE _____

ADD			INSTRUCTOR APPROVAL VIA SIGNATURE Instructor Signature Indicates Participation/Attendance Has Been Verified.	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 length classes).*
- Adding a class late could result in no eligibility for a refund.
- Drops must be processed by the refund date to have charges removed. Refund dates vary – see your class schedule for specific dates.
- Adding/dropping classes may affect financial aid or Veteran’s benefits. Check with the Financial Aid Office or Veteran Services.

*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 the MyMHCC portal (<http://my.mhcc.edu/ics>).