

Date: _____

MUSKEGON COMMUNITY COLLEGE DROP & ADD FORM

Student # _____ Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ Zip _____

Signature _____ Year _____ Semester/Session: Fall Winter Summer

ADD COURSE(S)

(Check All That Apply)

Course	Section #	Credit Hours	Taken > 2 times	Course full	Pre-req. waived	Course started	Instructor Signature when applicable
Ex: BUS 101	W04	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor Signature Here
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DROP/CANCEL COURSE(S)

**When dropping after the refund period a "W" grade will appear on your transcript. Please see MCC Course Schedule for further information.*

Course	Section #	Credit Hours	Drop Reason Code *(Codes on Back)

For Office Use Only:	Date Entered:		Staff Initials:		Comments:
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As of 09/03/2009

Form 645 R0909

Date: _____

MUSKEGON COMMUNITY COLLEGE DROP & ADD FORM

Student # _____ Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ Zip _____

Signature _____ Year _____ Semester/Session: Fall Winter Summer

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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As of 09/03/2009

Form 645 R0909

DROP REASON CODES - please fill in appropriate blanks on reverse side.

CODE	DESCRIPTION	CODE	DESCRIPTION
AC	Academic Dismissal	IL	Illness/Medical
AD	Administrative Dismissal	IP	Instructor Permission
BK	Books/Supplies not Available	LP	Lack of Prerequisites
CA	Counseling/Advising Incorrect	LT	Lack of Time
CC	Child Care Issues	MO	Moved
CI	Complaint with Instructor	MR	Military Resources
CL	Credit Load too Heavy	NA	Never Attended
CM	Church Mission	NP	Non-Payment
CS	Complaint with Staff	NR	Not Required for Program
DC	Dissatisfied with Course	OL	Overload Capacity
DE	Deceased	PW	Pre-requisite Waiver
DI	Disabled	TD	Too Difficult
EA	Excessive Absences	TE	Too Easy
FA	Not Enough Financial Aid	TI	Time Inconvenient
FR	Financial Resources	TR	Transportation Problems
FS	Foreign Services	WS	Work Schedule
II	Instructor Initiated	UN	Unknown

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