MERCED COLLEGE

☐ Spring ☐ 2019
☐ Summer ☐ 2020
☐ Fall ☐ 2021

SCHEDULE REQUEST FORM

☐ New/Returning Student ☐ Continuing Student ☐ K-12 Student

Student ID#	Phone Number	
Last Name	First Name	Middle Initial
Student Signature **X**	Date	

COURSE ADDS-Please make sure form is complete, signed, and dated.

SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	OFFICE USE ONLY – MM = Multiple Measure / OTR = Other Transcript				
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122	INSTRUCTIONAL DEAN'S SIG. REQUIRED IF EFFECTIVE DATE IS AFTER 3RD WEEK				
STUDENTS ENROLLING IN A LAB CLASS INVOLVING READING, WRITING, MATH, SCIENCE, OR EXERCISE WILL ALSO BE ENROLLED IN A FREE OF CHARGE NON-CREDIT CLASS FOR RECORDKEEPING PURPOSES.						COUNSELOR SIGNATURE IF PREREQUISITES NOT MET	PLACEMENT OVERRIDE APPROVED USING MM ✓	PLACEMENT OVERRIDE APPROVED USING OTR ✓	INSTRUCTOR'S SIGNATURE TO ADD (IF NEEDED)	DATE OF FIRST ATTENDANCE

COURSE DROPS

IT IS THE STUDENT'S RESPONSIBILITY TO DROP ANY CLASS THAT THEY DO NOT INTEND TO COMPLETE. EXCESSIVE DROPS MAY AFFECT ACADEMIC STATUS AND FINANCIAL AID.

SECTION NO.	COURSE
EXAMPLE: 1001	ENGL-01A

☐ **Enter one that applies to reason for dropping courses.**

1. Attending Another School
2. Changed section
3. Too Difficult
4. Child Care Issues
5. Family Issues
6. Financial Aid Disbursement
7. Instructor Issues
8. Legal Obligations
9. Medical Issues
10. Lack of Motivation
11. Textbook/Material Costs
12. Transportation
13. Tuition Costs
14. Work Conflict
15. Changed Mind
16. . COVID-19 2020F only

OFFICE USE ONLY COUNSELOR SIGNATURE REQUIRED ONLY IF DROPPING GUID-54

PASS/NO PASS OPTION

UP TO A 12 UNIT LIFETIME MAXIMUM MAY BE TAKEN ON A P/NP BASIS. STUDENTS HAVE UNTIL THE END OF THE FOLLOWING SEMESTER TO CHANGE FROM PASS/NO PASS TO A LETTER GRADE.

SECTION NO.	COURSE	UNITS
EXAMPLE: 1001	ENGL-01A	4