MERCED COLLEGE

☐ Spring ☐ 2021
☐ Summer ☐ 2022
☐ Fall ☐ 2023

SCHEDULE REQUEST FORM

Submit completed form to Admissions@mccd.edu

☐ 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				
						INSTRUCTIONAL DEAN'S SIG. REQUIRED IF EFFECTIVE DATE IS AFTER 3RD WEEK				
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122	COUNSELOR SIGNATURE IF PREREQUISITES NOT MET	PLACEMENT OVERRIDE APPROVED USING		INSTRUCTOR'S SIGNATURE TO ADD (IF NEEDED)	DATE OF FIRST ATTENDANCE
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.							MM ✓	OTR ✓		

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.		☐ Enter one that applies to reason for dropping courses.	OFFICE USE ONLY
SECTION NO.	COURSE		COUNSELOR SIGNATURE REQUIRED ONLY IF DROPPING GUID-54
EXAMPLE: 1001	ENGL-01A		
		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	

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