Signature 1 of 2

MERCED COLLEGE

☐ Spring ☐ 2023
☐ Summer ☐ 2024
☑ Fall ☑ 2025

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				
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
92851	MGMT-50N	.5		Online	Canvas					9/2/25
92864	MGMT-51C	.5		Online	Canvas					9/29/25
92845	MGMT-50S	.5		Online	Canvas					11/3/25
92846	MGMT-50B	.5		Online	Canvas					12/1/25
Fall 2025	Block Reg.									
Online										

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

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

Signature 2 of 2

MERCED COLLEGE

☑ Spring ☐ 2024
☐ Summer ☐ 2025
☐ Fall ☑ 2026

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				
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
92851	MGMT-50K	.5	TH	ONLINE	CANVAS					2/2/26
92864	MGMT-50A	.5	TH	ONLINE	CANVAS					3/2/26
92845	MGMT-50P	.5	TH	ONLINE	CANVAS					3/30/26
92842	MGMT-50L	.5	TH	ONLINE	CANVAS					4/20/26
SP 2026	BLOCK REG.									
ONLINE										

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

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