

NAME: (Please print) _____

REQUEST FOR DROPPING/ADDING A COURSE
Spring 2012

This form is to be used for adding and/or dropping a course. Final dates for adding or dropping a course are:

1st term: ADD – Friday, January 13 th	DROP – Friday, January 20 th
2nd term: ADD – Friday, March 16 th	DROP – Friday, March 23 rd
Full Term: ADD – Monday, January 23 rd	DROP – Tuesday, February 14 th

Your written request to drop a course must be received in the AGS Office (MHC Campus) by 5:00 p.m. on the final drop date (listed above) to be processed. After that date, tuition will be assessed and grades assigned.

Tuition for **dropping/withdrawing from ALL classes** in the fall or spring will be charged in the following manner:

- 1st week of any term: \$0 tuition but \$50 registration fee
- 2nd week of any term: 20% of tuition and \$50 registration fee
- 3rd week of full term: 30% of tuition and \$50 registration fee
- After 2nd week of short terms: Full tuition and \$50 registration fee
- After 3rd week of full term: Full tuition and \$50 registration fee

NOTE: If you drop all spring courses after December 16, 2011 you will be charged the \$50 registration fee. If you are registered for second short term only and drop all courses after February 27 you will be charged the \$50 registration fee.

WITHDRAWAL POLICY: Withdrawal requests may be made after the drop date of each term but must be completed before:

1st Term - Wednesday, February 8th
2nd Term - Wednesday, April 11th
Full Term - Tuesday, March 20th

For a withdrawal form go to www.mhc.edu, click on "Adult & Graduate", Click on "Adult Studies" and lastly click "Current Student Info & Forms", then scroll down to find the form or contact the AGS Office (689-1166 or 800-582-3047).

Withdrawals must be approved by the Dean of AGS or the Director of Medical Services. Full payment for the course is required with a withdrawal.

ADD the following course(s):

*Site	Dept	Course #	Section	Cr Hrs	Time	Days	Bldg/Rm	Instructor

DROP the following course(s):

*Site	Dept	Course #	Section	Cr Hrs	Time	Days	Bldg/Rm	Instructor

If dropping a course, please give the reason (for our records): _____

Date

Student's Signature

MHC Student ID #

Complete Address Information

RETURN COMPLETED FORM TO:

Adult and Graduate Studies
Mars Hill College
PO Box 6682
Mars Hill, NC 28754 FAX TO: 828-689-1290