

Enrollment Request Form

Name: _____ **EMPLID:** _____

Semester: Fall Spring Summer **Year:** 20____

If you are a financial aid recipient dropping classes, we recommend that you check with Financial Aid to determine the effect on your Financial Aid Award.

Action Add/Drop	Class Number	Subject	Catalog Number	Section	Units	Audit Y/N	Notes
Advisor Signature: _____ Date: _____							Total Credits: _____

Request for Exception(s): Check all that apply and submit to Enrollment Services/Registrar for approval.

<input type="checkbox"/> Register for more than 18 Credits	If cumulative GPA is below 3.000, the Advisor must provide written justification for the overload. GPA: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<input type="checkbox"/> Swap classes and pay no additional tuition & fees after add/drop period	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason: _____
<input type="checkbox"/> Permission to audit the classes indicated above	Audited classes are not counted in your course load for financial aid. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason: _____
<input type="checkbox"/> Enroll in the following courses for the 3 rd attempt or beyond	Courses: _____ Division Dean Approval Required Signature: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason: _____
<input type="checkbox"/> Enroll in EDE 10 after 1 st attempt	Dean of Arts & Sciences Approval Required Signature: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason: _____

Saving and submitting this form (and any attachments) through my VCCS email serves as my electronic signature and I certify that this information is truthful and accurate.

Signature

Date

Important Notes: You will receive no bill for tuition. Login to MyMECC to view your amount due. After the tuition due date each semester, unpaid students will be dropped from classes. Students reported by instructors as not attending any classes during the first week will be dropped from that class immediately.