

REQUEST FOR DROPPING/ADDING A COURSE FALL 2009

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 - Monday, August 17th	DROP - Monday, August 24th
	Full Term: ADD - Monday, August 31st	DROP - Monday, September 21st
	2nd term: ADD - Monday, October 19th	DROP - Monday, October 26th

Your written request to drop a course must be received in the ACCESS 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:

- During the first week of any term, no tuition is assessed; the \$50 registration fee is charged.
- During the second week of any term, 20% of tuition and the \$50 registration fee are charged.
- During the third week of full term, 30% of tuition and the \$50 registration fee are charged
- Full tuition and the \$50 registration fee are charged after the second week of 1st and 2nd short terms, and the fourth week of full term.

WITHDRAWAL POLICY: Withdrawal requests may be made **after** the drop date of each term and **must be completed before Wednesday September 9th** (1st term), **Thursday, October 22** (full term), and **Wednesday, November 11th** (2nd term). To obtain a withdrawal request form, please check our website at www.access.mhc.edu, click on "current students" and scroll down to "Academic Information" or contact the ACCESS Office (689-1166 or 800-582-3047). Withdrawals must be approved by the Dean of ACCESS and/or the Manager of Medical Services.

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:

Mrs. Sylvia Murphey
Mars Hill College
PO Box 6682
Mars Hill, NC 28754
828-689-1290

Or Fax to: