MERCED COLLEGE

☑ Spring ☐ 2017
☐ Summer ☐ 2018
☐ Fall ☑ 2019

SCHEDULE REQUEST FORM

☐ New/Returning Student* ☐ Continuing Student** ☐ K-12 Student

*New/Returning: If you were not enrolled last semester **Continuing: If you were enrolled last semester

Student ID# *(Write your SSN or Date of Birth if you do not know ID#)*	**Phone Number**	
Last Name	**First Name**	**Middle Initial**
Student Signature X	**Date**	

COURSE ADDS

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
							MM ✓	OTR ✓—		
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.										
	MGMT- 50K	.5	Th	1- 5:15 PM	BRC				P Pistoresi	2/7/19

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.		OFFICE USE ONLY
SECTION NO.	COURSE	COUNSELOR SIGNATURE REQUIRED IF DROPPING GUID-54
EXAMPLE: 1001	ENGL-01A	

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