

Credit Course Registration: Add – Drop – Withdraw

REFUND POLICY LISTED ON REVERSE OF THIS PAGE.

Student Name				
Last	First	Middle	Student Identification Number	Declared Major
Home Address				
Street Address	City	State	Zip Code	
Phone Number(s)			Email Address	

Action Code: R = Register A = Add D = Drop W = Withdraw

Term	Dept.	Course No.	Section	Action Code	Course Title and/or Phone Code	Billed Credits	Audit Course? (No credit to be received)	Su	M	T	W	Th	F	Sa	Instructor or Other Approval Signatures
2015/FA	ENG	101	AC	R	English Composition 1 00513	3	Yes/No		8am – 8:55		8am – 8:55		8 am - 8:55		SAMPLE ONLY

I have read and/or completed the above information and the information on the reverse side and acknowledge that it is true and accurate. I also understand that I am responsible for following the academic policies of this institution, which include meeting all prerequisites and all graduation requirements. In addition, I understand by signing this Registration Form that I am financially obligated; non-attendance will not remove my charges, I must drop courses in accordance to the refund policy.

Student Signature _____ Self-advised? (If yes, check box) _____ Date _____

Signature from the Office of the Provost is required for students taking 19 or more credits _____ Date _____

International students: Are you currently on or awaiting an F-1 Visa? If yes, you are required to have the signature of an international advisor to drop or withdraw from any course. F-1 students must maintain a minimum of 12 credits for the fall and spring semesters.

Reason for Withdraw: ____ Course No Longer Appropriate ____ Course Does Not Transfer ____ Family Emergency ____ Financial Difficulties ____ Job Conflict ____ Medical Reasons ____ Military Deployment ____ Moved ____ Enrolled in Wrong Course ____ Underestimated Expectations ____ Other

Processed by _____ Date _____

Montgomery County Community College Refund Policy

Regular full semester courses 14 plus weeks (fall, spring, and summer)

- Prior to the official semester start date – 100% Tuition and Fees
- During the first seven calendar days of the semester, including the official start date – 100% Tuition less Fees
- During the second seven calendar days of the semester – 50% Tuition less Fees
- During the third seven calendar days of the semester – 25% Tuition less Fees
- After calendar day 21, there is no refund.

Irregular courses- All non-standard, special, online, and irregular scheduled sessions and courses

- Prior to the first day of the class – 100% Tuition and Fees
- To the day prior to the end of 10% of scheduled instruction – 100% of Tuition less Fees
- To the day prior to the end of 20% of scheduled instruction – 50% of Tuition less Fees
- After this period, there is NO refund.

Tuition Appeal Procedure: You must complete the course drop or withdraw and submit a completed “Tuition Appeal Request” form available on the College website via the MyMC3 Student Portal. Directions for tuition appeal are included in the form.

Please visit us on the web at: www.mc3.edu

Thank you,

Enrollment Services