**McDowell Technical Community College**
**ADD – DROP – WITHDRAWAL FORM**

Name_____Date_____Student ID#_____
         Last           First          Middle

Phone: (H)_____(W)_____Major_____Year/Semester_____

### Courses to be ADDED

| Course Prefix | Course No. | Sec. No. | Course Title | Instructor Approval |
|---|---|---|---|---|
| | | | | |
| | | | | |

### Courses to be DROPPED

**Drop Initiated By (Check one):** Faculty ☐ Submit to Registrar's Office

Student ☐ Submit to Success Coach

| Course Prefix | Course No. | Sec. No. | Course Title | Last Date Attended | Drop Code* | Grade** | Instructor's Signature |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

**\*DROP CODES:** 1) Work Conflict  2) Need Child Care  3) Transportation  4) Financial  5) Personal/Family
6) Dissatisfied With Instruction   7) Dissatisfied With Course Content  8) Personal Illness
9) – Other_____

**\*\*GRADE:**  Before the 30% Date = W or NS; On or After the 30% Date = WP or WF

Signatures:                            Date:

Student: _____     _____

Success
Coach: _____     _____

Email completed form to: registrar@go.mcdowelltech.edu

Registrar's office:_____ Date:_____