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Mitchell Technical Institute

1800 East Spruce St. • Mitchell, South Dakota 57301 • (800) 684-1969 • www.mitchelltech.edu

COURSE DROP/ADD FORM

Student Number	Last Name	First	M.I.	Program	Semester/Year
Address	City	State	Zip	Phone Number ()	

- Courses cannot be added after the 5th day of the semester without instructor approval.
- If courses are dropped on or before the 10th day of the semester, with approval of the instructor or advisor, student will receive a refund for tuition and no credit for the course.
- Courses dropped after the 10th day of the semester but before the last date to withdraw from courses" (60% of course length) will receive a "W" grade and no refund.
- A schedule change is effective at the time the completed form is submitted to either the Student Success Center or Registrar's Office.
- **Dropping a course may result in a reduction of financial aid and may extend the student's completion date.**

Bring completed form to Registrar's Office

DROP:

TOTAL REGISTERED CREDITS _____

Course #/Section #	Course Title	Credits	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL DROP CREDITS _____

ADD:

Course #/Section #	Course Title	Credits	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL REMAINING CREDITS _____

Student Signature _____ Date _____

Dept. Head or Advisor Signature _____ Date _____

Registrar or Advising Director Signature _____ Date _____

*Financial Aid Award Adjustment
12 or more credits = Full time enrollment
11, 10, 9 credits = ¾ time enrollment
8, 7, 6 credits = ½ time enrollment
Less than 6 = limited enrollment
(Not eligible for financial aid)