

## Add/Drop/Withdraw

Name: \_\_\_\_\_  
*last first middle*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_

### ADD THE FOLLOWING COURSES

DATE: \_\_\_\_\_

course ID	course title	days	times	credit	instructor/ initials

### DROP/WITHDRAW THE FOLLOWING COURSES

DATE: \_\_\_\_\_

course ID	course title	days	times	credit	instructor/ initials

#### MEMPHIS COLLEGE OF ART REFUND POLICY

100% refund will be made for courses cancelled by the college or for classes dropped before the first day of class each semester or session. After the 21st day of classes, no refund will be applicable. A detailed Refund Policy is available in the Business Office and printed in the MCA Student Handbook. Refunds for special courses / workshops / community ed are individually determined and published in the appropriate brochure / flyer. In no case will a refund of material or other fees be made.

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT'S CURRENT ENROLLED CREDITS AFTER ADD/DROP IS PROCESSED \_\_\_\_\_