



Add/Drop Form

1 PLEASE PRINT

Social Security Number _____				Student Identification Number _____			
Last Name _____		First _____		Middle _____		Date of Birth / /	
Home Address _____		City _____		State _____		Zip _____	
						Are you enrolled in a degree/diploma program? <input type="checkbox"/> No <input type="checkbox"/> Yes Program Name _____	

2 ADD CLASS

Telephone Number _____						
E-Mail Address _____						
Class Title	Start Date	No. Cred.	CRN	Subject	Course	Instructor Name

3 DROP CLASS

Class Title	Start Date	No. Cred.	CRN	Subject	Course	Instructor Name

4

By signing below, I agree that I will be solely responsible for all balances owed to MPTC. Dropping a class may reduce my financial aid and require me to pay the College.

Adding a class may result in additional charges that are not covered by prior payments or financial aid. If MPTC has issued a refund check to me for any excess available funds prior to my registration changes, the refunded amount is no longer available to offset the resulting charges. In this case, I will need to return the refund check to MPTC or pay for the resulting balance directly.

Student Signature: _____ **Date:** _____

▲ DO NOT WRITE BELOW THIS LINE ▲

Entered by: _____ / /
_____ Date

WHITE - Registration/Business Office, **YELLOW** - Student After Processing

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.

Add/Drop Form

Return this form to your campus Registration Office.

Instructions

Use this form to drop a class, withdraw from school or to add a class in a semester or term for which you have already registered.

To Add a Class

Fill out Sections 1 and 2 and sign the form in Section 4.

Grades

Grades can be viewed via self-service Banner via the Student Records>View Final Grades links. If official grades are needed, please request an official transcript from the Registrar's Office.

Refund/Withdrawal Policy

It is the student's responsibility to complete an add/drop request form with student services staff or withdraw via self-service on the Web if they are no longer interested in the course(s) they registered for. If a withdrawal is not completed, students are responsible for all tuition and fee payments for holding their seat in the enrolled course.

Amount of Refund

- 100%
 - If the College cancels a course.
 - If a student applies for a refund before the first class meeting.
- 80%
 - If a student applies for a refund before 11% of the course's potential hours have been completed.
- 60%
 - If a student applies for a refund when 11% of the hours are completed but before 20%, of the course's potential hours have been completed.
- 0%
 - If a student applies for a refund after 20% of the course's potential hours have been completed.

A student may transfer 100% of fees from a dropped class within 5% of the instructional hours being complete of the course at start of the term and if the class added is requested at the same time that the drop occurs. If there is a fee difference between the dropped and added courses, students are credited or billed the difference.

Deadline to Withdraw From Classes

Depending on the length of a course, the last date to withdraw occurs when 67% of the instructional hours are complete. A refund occurs if applicable. After that date, an F grade is awarded and is calculated into the cumulative grade point average if the student is not successfully passing.

Federal Return of Title IV Funds Policy: The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. This policy applies to all students who withdraw, drop out, are expelled or otherwise fail to complete the period of enrollment for which they were charged and who receive financial aid from Title IV funds.

Events and fee payment are subject to change without notice.

Note: Students who do not complete a withdrawal form when discontinuing a credit class will receive an F grade on their transcript. Students may drop Associate of Applied Science Degree or Diploma classes up to the time 67% of the class is completed. Classes may not be dropped after 67% of the class is completed. The drop date shall be the date upon which the student officially notifies the school to initiate a class drop or withdrawal process.

Class schedules and fees are subject to change without notice and are not to be considered as contractual guarantees for any course.