

Course Adds, Drops, and Withdraws

How does a student ADD, Drop, or WITHDRAW from a course at a high school site?

- Any college classes offered at high school sites are coordinated through the School Counselor (or designated high school representative).
- Adds, drops, and withdraws for college courses at high school sites are verified with the counselor, then the counselor communicates the change with a CCP representative at MTC.
- Students should discuss the consequences of withdrawing from a college course with their school counselor. Withdraws are noted on college transcripts, and students may be required to reimburse their school district depending on school policy.
- Any course adds, drops, and/or withdraws will follow MTC's calendar. If there are other dates, they will be communicated with the schools with alternate dates.

How does a student ADD, DROP, or WITHDRAW from a college course offered at MTC, including online sections?

- *Students must discuss any schedule changes with their school counselor.*
 - Students that wish to **ADD** a class must register with their MTC Advisor by the Friday before classes begin. Any exceptions must be approved by the Director of the College Credit Plus program.
 - Students that wish to **DROP** a class in their MTC schedule must do so through their MTC Advisor or Office of Student Records during the no-fault drop period.
 - Students that wish to **WITHDRAW** from a class at MTC, including online courses, must complete a Withdraw Form at the Office of Student Records. **OR**, students can send an email, from their MTC email account only, to the Assistant Registrar, Carey Wolf, at wolfc@mtc.edu.