REQUEST FOR DROPPING/ADDING A COURSE
SUMMER 2015

This form is to be used for adding and/or dropping a course. Final dates for adding or dropping a course are:

1st Term: ADD – Wednesday, May 27th
DROP – Friday, May 29th

2nd Term: ADD – Wednesday, July 1st
DROP – Monday, July 6th

Full Term: ADD – Wednesday, May 27th
DROP – Friday, May 29th

Your written request to drop a course must be received in the AGS Office (MHU Campus) by 5:00 p.m. on the final drop date (listed above) to be processed. After that date, tuition will be assessed and grades assigned.

Tuition for dropping from ALL classes in the summer term will be charged in the following manner:

To drop all classes without any fee, classes must be dropped by: 1st Term- Fri. May 8th, Full Tm-Fri. May 8th, 2nd Tm-Fri. Jun 12th

Charges for late dropping of ALL classes:

➢ 1st three days of any term: A $50 fee is assessed.
➢ 4th and 5th day of any term: A $310 fee is assessed.
➢ After the 5th day of any term: Full tuition is assessed.

ADD the following course(s):

<table>
<thead>
<tr>
<th>*Site</th>
<th>Dept</th>
<th>Course #</th>
<th>Section</th>
<th>Cr Hrs</th>
<th>Time</th>
<th>Days</th>
<th>Bldg/Rm</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DROP the following course(s):

<table>
<thead>
<tr>
<th>*Site</th>
<th>Dept</th>
<th>Course #</th>
<th>Section</th>
<th>Cr Hrs</th>
<th>Time</th>
<th>Days</th>
<th>Bldg/Rm</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Site Codes: ABTCC – AB Tech. ASHE – Asheville BURN – Glen Raven Mills/East Yancey Middle School MHU – Mars Hill Campus

If dropping a course, please give the reason (for our records): ________________________________

______________________________

Date

______________________________

Student’s Signature

______________________________

MHU Student ID #

Complete Address Information

RETURN COMPLETED FORM TO: Adult and Graduate Studies
Mars Hill University
PO Box 6682
Mars Hill, NC 28754
FAX TO: 828-689-1290
Email: mpresley@mhu.edu