



**McDowell Technical Community College  
ADD – DROP – WITHDRAWAL FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Middle

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Major \_\_\_\_\_ Year/Semester \_\_\_\_\_

**Courses to be ADDED**

Course Prefix	Course No.	Sec. No.	Course Title	Instructor Approval

**Courses to be DROPPED**

**Drop Initiated By (Check one):** Faculty  Submit to Registrar’s Office

Student  Submit to Success Coach

Course Prefix	Course No.	Sec. No.	Course Title	Last Date Attended	Drop Code*	Grade**	Instructor’s Signature

**\*DROP CODES:** 1) Attendance 2) Dissatisfied with Course Content 3) Dissatisfied with Instruction 4) Financial 5) Personal Illness 6) Need Childcare 7) Personal/Family 8) Transportation 9) Work Conflict  
 10) Other \_\_\_\_\_

**\*\*GRADE: Never Attended = NS    10% - 75% = W**

\*Signatures:

Date:

Student: \_\_\_\_\_

Success Coach: \_\_\_\_\_

Email completed form to: [registrar@go.mcdowelltech.edu](mailto:registrar@go.mcdowelltech.edu)

Registrar’s Office: \_\_\_\_\_ Date: \_\_\_\_\_