

Mills College – M Center Add/Drop Form

- Add:**
- Deadline: last day of the 2nd week of the term (Wednesday).
 - Signatures: advisor, instructor if course is closed.
 - Waitlist to add: email invitation (no additional signatures) or add form with advisor and instructor signatures.
- Drop:**
- Deadline: last day of the 8th week of the term (Wednesday). Dropped classes will not appear on the student’s transcript.
 - Signatures: advisor, instructor beginning 3rd week of term and Athletic Director (if applicable).
- Withdraw:**
- Courses dropped between the 8th and 10th week of the term are withdrawals and will receive a “W” grade.
 - Enter the course you wish to withdraw from in the drop section.
 - Signatures: advisor, instructor and Athletic Director (if applicable).
- Change grade mode, course section, level or credit value:**
- Enter the course as it is on your schedule in the drop section then enter the course with the changes in the add section.
 - Signatures: advisor and instructor (beginning the 3rd week of the term).
 - Use the Add/Drop Form to change credit value for variable credit courses only.
 - Use the Credit Value Change Form to change credit value of non-variable credit undergraduate courses.
- Audit:**
- No credit is earned for audited courses.
 - A course may be changed from graded to audit or from audit to graded up to the end of the 2nd week of the term. No exceptions.
- Important Notes:**
- Any changes to enrollment status may effect a student’s current and/or future financial aid.
 - Student athletes must enroll in at least 3.5 credits to compete. Mills intercollegiate athletes must obtain the signature of the Athletics Compliance Officer.
 - Email approval may be attached to this form in lieu of signatures.

Please provide all information requested below including grade option and credit and return to the M Center.

Mills ID No. _____

Name _____ Term _____
Last First M.I.

ADD:

CRN #	SUBJ	CRSE #	SEC	TITLE	GRADE OPTION (G, P/NP, A)	CRED	INSTRUCTOR'S SIGNATURE	DATE

DROP/WITHDRAW:

CRN #	SUBJ	CRSE #	SEC	TITLE	GRADE OPTION (G, P/NP, A)	CRED	INSTRUCTOR'S SIGNATURE	DATE

Athletic Director's Signature _____ Advisor's Signature _____
Mills intercollegiate athletes must obtain the signature of the Athletics Compliance Officer

M Center Use Only
Initial _____ Comments: _____