Mills College – M Center
Add/Drop Form

Add:
- Deadline: end of the second week of the term.
- 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. 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. Athletic Director's signature is required to drop courses.
- 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**_____

M Center Use Only
Initial _____ Comments: _____
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