



ADD/DROP CLASSES

Complete and submit this form to the Admissions and Records Office within two working days from the date of the department authorization. Once enrolled, tuition and fees must be paid immediately at Accounting Services/Cashier's Office or via MyTMCC.

If completing a hard copy, please use black or blue ink only.

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____	<input type="checkbox"/> Full Term or select one option below: Session: <input type="checkbox"/> DYN <input type="checkbox"/> DYI <input type="checkbox"/> DYE <input type="checkbox"/> 7W1 <input type="checkbox"/> 7W2 <input type="checkbox"/> WTR Summer: <input type="checkbox"/> 5W1 <input type="checkbox"/> 5W2
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Student Information

Last Name		First Name	Middle Name
NSHE Student ID #	Date of Birth (mm/dd/yyyy)	Email Address	Telephone Number

Your signature gives Admissions and Records permission to manually adjust your student records to what is listed below.

Signature (required)	Date
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Course To Be Added

Full Term: Through second week, instructor and/or chair signature required. Through third week, permission from instructor and chair, and dean signatures required. All Short Term Classes: instructor permission, signatures of chair and dean required.

Subject	Course #	Section	Class # (5-digits)	Course Title	Credits	<input type="checkbox"/> Credit <input type="checkbox"/> Audit
Instructor Authorization (Print Name)		Signature			Date	
Department Authorization (Print Name)		Signature			Date	

Dean's Authorization and Signature are required after second week for full term classes; always required for short term classes

Dean's Authorization (Print Name)	Signature	Date
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Instructor Authorization (Print Name)		Signature			Date	
Department Authorization (Print Name)		Signature			Date	

Dean's Authorization and Signature are required after second week for full term classes; always required for short term classes

Dean's Authorization (Print Name)	Signature	Date
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Course To Be Dropped

Subject	Course #	Section	Class # (5-digits)	Course Title	Credits
<input type="checkbox"/> Exchange for above class (section change only)					

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