MONTGOMERY COLLEGE

Credit Registration/ Schedule Change Form

PLEASE REVIEW IMPORTANT INSTRUCTIONS ON SECOND PAGE

Office Use Only (Initial/Date)

Last Name _____ First Name _____ **M#** _____

Term/Year: ☐ Fall ☐ Winter ☐ Spring ☐ Summer I ☐ Summer II

Action	CRN	Subject Code and Course Number	Credit/Audit	Instructor's Signature and Date
☐ ADD ☐ DROP			☐ Credit ☐ Audit	
☐ ADD ☐ DROP			☐ Credit ☐ Audit	
☐ ADD ☐ DROP			☐ Credit ☐ Audit	
☐ ADD ☐ DROP			☐ Credit ☐ Audit	
☐ ADD ☐ DROP			☐ Credit ☐ Audit	

Test Up/Test Out, Department Use Only	**Comments:**	**Dept. Signature and Date**

If you are switching from credit to audit or audit to credit prior to the 20% meeting date for the course, indicate approval below. If you are switching from audit to credit after the 20% date, you must receive instructor approval and petition the Campus Registrar. If you are switching from credit to audit and it is after the 20% date, you must first complete an Academic Appeal.

Approved for:	CRN	Subject Code and Course Number	Instructor's Signature and Date
☐ Credit to Audit ☐ Audit to Credit			
☐ Credit to Audit ☐ Audit to Credit			
☐ Credit to Audit ☐ Audit to Credit			

Counseling Use Only

Increase Credit Hours to _____ Counselor Signature _____ Date _____

All signatures are valid for 3 business days.

Registration for a class creates a binding financial obligation that must be paid in full unless a student officially drops the class prior to the published deadline. Non-attendance does not relieve a student of his or her financial obligation. Students are held fully responsible for their selection of courses whether or not made in consultation with their advisor.

I agree to comply with College Policies and Procedures, including the Student Code of Conduct.

Student Signature _____ **Date** _____

MONTGOMERY COLLEGE

Instructions for Credit Registration/Schedule Change Form

Directions for Students:

If the class you would like to add/register for has not started and you cannot register online:

1. Enter the Subject Code, Course Number, and CRN for the course.
2. Meet with a counselor/advisor to verify if you meet the assessment levels/prerequisites and obtain appropriate system override for the class you wish to take. If you have taken college courses elsewhere, you will need to provide unofficial transcript(s) or test scores so assessment levels/prerequisites can be verified.
3. Sign and take the form to Records and Registration, or sign and email the form to your Campus Registrar using your MC email address.

Warning: Reducing semester hours may affect your eligibility for: financial aid, health insurance through a parent, veterans' benefits, immigration status, or other benefits that require a minimum enrollment. F1 students may not change schedule below 12 billing hours or change to audit without permission from an **international student coordinator.** Athletes may not change schedule below 12 billing hours or change to audit without permission from the **Collegewide Athletic Coordinator**.

Note: If you are switching from credit to audit or audit to credit prior to the 20% meeting date for the course, indicate approval on page 1. If you are switching from audit to credit after the 20% date, you must receive instructor approval and petition the Campus Registrar. If you are switching from credit to audit and it is after the 20% date, you must first complete an Academic Appeal and check with Financial Aid (if applicable).

Directions for Faculty:

Prior to the start of your class, you may authorize the following overrides using My MC or Banner:

- Prerequisite override
- Capacity override (once the waitlist has ended)

To authorize a registration status change from credit to audit or audit to credit after the start of your class but prior to the 20% date, please complete and sign the appropriate section on the front of this form.

Due to various deadlines and dates, you may be requested by the Registrar to sign and date the form to indicate your approval of the student's request.

Directions for Counseling Faculty:

Prior to the start of a class, you may authorize the following overrides using My MC or Banner:

- Prerequisite override
- Third attempt
- Capacity override (once the waitlist has ended and only for the classes you are teaching)

To authorize an increase in credit hours for a specific semester/term, please complete and sign the appropriate section on the front of this form.

Due to various deadlines and dates, you may be requested by the Registrar to sign and date the form to indicate your approval of the student's request.

Directions for Department Chairs/Designees:

Prior to the start of a class, departments may authorize departmental permission for those courses that require it using My MC or Banner.