



# Late Registration ADD / DROP Form

Office of Admissions and Records  
Submit to email: [mc.arforms@missioncollege.edu](mailto:mc.arforms@missioncollege.edu)  
Or Fax: 408.855.5546

Office Use Only:  
Staff Initial: \_\_\_\_\_  
Date: \_\_\_\_\_

College ID#: \_\_\_\_\_

Last Name (Print): \_\_\_\_\_

First Name (Print): \_\_\_\_\_

Indicate Year & Semester: Year \_\_\_\_\_ Winter Spring Summer Fall

ADD /DROP	5-Digit CRN	Course Name & No	First Date of Attendance	Add Code	Last Date of Attendance	Instructor Name
ADD DROP						
ADD DROP						

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

Date: \_\_\_\_\_

### Required after CENSUS DATE

Faculty / Instructor Signature: \_\_\_\_\_ (I verify that this student has been in class prior to the Census Date).

Faculty contact info: Email \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature (required if student is taking more than 18 units per semester): \_\_\_\_\_

Division Dean's Name (Print): \_\_\_\_\_

Division Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Reason for Late Add (Completed by Division Dean):

\_\_\_\_\_ Technology error - explain: \_\_\_\_\_

\_\_\_\_\_ Student error - explain: \_\_\_\_\_

\_\_\_\_\_ Faculty error - explain: \_\_\_\_\_

\_\_\_\_\_ Other - explain: \_\_\_\_\_

### Post Census Add/Drop Process

1. Complete the Post Census Add/Drop Form (student or instructor).
2. Enter the First Date of Attendance (Add) or Last Date of Attendance (Drop).
3. Student must sign and verify that the information is correct.
4. The instructor must sign verifying first and/or last date of attendance.
5. Instructor delivers Post Census Add/Drop Form to Dean (can be done through DocuSign or In Person directly).
6. Division Dean signs form approving post census enrollment.
7. Form is submitted to A&R for processing (either by student, instructor Division Office or email to: [mc.arforms@missioncollege.edu](mailto:mc.arforms@missioncollege.edu) )
8. Instructor and student verify enrollment via the Student Portal.

It is the student's responsibility to officially withdraw from a course/s. Prerequisites and corequisites are required for selected classes. Students are responsible for all enrollment-related fees.