

Name: _____
 (Please Print) Last First MI

Student ID: _____

Term: Fall _____ Spring _____ Summer _____

Student Signature: _____
A typed signature is considered official

Date: _____

To withdraw from a term at Mayville State, Complete the Cancellation/Withdrawal Form.

Action #: _____ Class #: _____ Subject: _____ Units: _____
 Course Title: _____ Grade Option: _____

Signatures (where required):
 Advisor: _____ Date: _____
 Instructor: _____ Date: _____
 Division Chair: _____ Date: _____
 Financial Aid Officer, Veteran Officer, Athletic Officer, or VPAA as needed:
 _____ Date: _____

Action #: _____ Class #: _____ Subject: _____ Units: _____
 Course Title: _____ Grade Option: _____

Signatures (where required):
 Advisor: _____ Date: _____
 Instructor: _____ Date: _____
 Division Chair: _____ Date: _____
 Financial Aid Officer, Veteran Officer, Athletic Officer, or VPAA as needed:
 _____ Date: _____

RETURN COMPLETED FORM TO: OLD MAIN 114 OFFICE OF ACADEMIC RECORDS OR BY EMAIL TO RECORDS@MAYVILLESTATE.EDU

Action Number	Signature(s) Required
1. ADD within first 10 days	(no signature required)
2. DROP within first 10 days	(no signature required)
3. DROP after first ten days	Advisor, Instructor If Fin Aid – Fin Aid Officer, If Athlete – Athletic Officer, If Vet – Vet Officer
4. DROP below full time (FT = 12 units)	Advisor If Fin Aid – Fin Aid Officer, If Athlete – Athletic Officer, If Vet – Vet Officer
5. Override Full Class (Class limit)	Advisor, Instructor
6. Add a class after deadline (Action date)	Advisor, Instructor and Division Chair If Fin Aid – Fin Aid Officer, If Athlete – Athletic Officer, If Vet – Vet Officer
7. Increase or decrease class units by last day to add	Advisor, Music Instructor or Coach If Fin Aid – Fin Aid Officer, If Athlete – Athletic Officer, If Vet – Vet Officer
8. Elect audit grading (no credit) by last day to add	Advisor, Instructor (1 st Day of Classes-Last Day to Add)
9. Elect S/U grading option by last day to add	Advisor, Instructor (1 st Day of Classes-Last Day to Add)
10. Overload to more than 22 units Summer/Fall/Spring	Advisor & VP of Academic Affairs If Fin Aid – Fin Aid Officer, If Athlete – Athletic Officer, If Vet – Vet Officer
11. Section change (SWAP)	Advisor, Instructor(s)
12. Override pre-requisites missing	Advisor, Instructor or Division Chair
13. Time conflict	Advisor, Instructor of each section (through last day to add)
14. Department consent	Instructor or Division Chair <i>Note: Nursing students contact Nursing Administrative Coordinator</i> <i>Note: Education students contact Education Administrative Coordinator</i>

NOTE: An Administrative Petition is required to change registration after last day to drop.

NOTE: The signatures required are for actions done before deadlines (unless otherwise noted).

_____ Processed _____ Date