



Permission to Drop After Census

This form is initiated by the instructor and must have Dean's signature before being forwarded to Enrollment Services via inter-district mail or by email to MJCESeForms@mjc.edu.

Today's Date: _____

Student Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone Number: _____

Course Information:

Course Name & Number: _____ Section #: _____ Semester/ Year: _____

Course Start and End date: _____ Instructor's Name (Please print): _____

REASON FOR LATE DROP: Check ONE and complete the description.

PiratesNet Error: Please indicate what error message you received:

IT has been notified of the error

Other:

IMPORTANT Instructor Note:

It is your responsibility to clear your rosters of no shows and certify online by the census deadline. This form does NOT take place of roster certification. Please certify your roster with course changes made from this form within 48 hours of the form being received in Enrollment Services. By signing below, you are stating you understand this policy and will abide by the regulations in Title 5, § 58004. Application of Census Procedures.

Drop Student with a "W" last date of attendance or participation: _____

Student NEVER attended or participated in course and will be dropped without a "W":

APPROVED DENIED Instructor Signature: _____ Date: _____

APPROVED DENIED Dean Signature: _____ Date: _____

ENROLLMENT SERVICES USE ONLY

Staff Initials: _____ Date: _____ Census Date: _____ Refund Date: _____

Final drop date: _____ Backdated drop: Financial Aid Notified: