



Positive Attendance Add

Submit completed form to Enrollment Services via email at mjcEseforms@mjc.edu.

Today's Date: _____

Student Information

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

Student ID: w _____ Date of Birth: _____ Phone Number: _____

Course Information

Term/Year: Fall _____ Spring _____ Summer _____

SECTION #	COURSE NAME & NUMBER	ACCESS CODE	REFUND DATE
1001	MBUSAD 201	1234	09/01/2019

I understand I can add a positive attendance course at anytime. However, per Title 5 & YCCD Board Policy drops and refund dates still apply.

Student Signature: _____ Date: _____

INSTRUCTOR USE ONLY

Date student first attended class: _____

Instructor Signature: _____ Date: _____

OFFICE USE ONLY

Staff Initials: _____ Date: _____ ID Verified:

Comments: _____