



**Enrollment Request Form**

Get your Empl ID/User ID and enroll using MECC Online at <https://me.my.vccs.edu/>.

Name, address, and plan changes should be completed using the Information Change Form.

**Semester:** Fall Spring Summer **Year:** \_\_\_\_\_

**National ID (SS#):** \_\_\_\_\_ **EmplID:** \_\_\_\_\_ **Plan (Curriculum):** \_\_\_\_\_

**Name (Last, First, MI):** \_\_\_\_\_

If you are a financial aid recipient dropping classes, we recommend that you check with Financial Aid to determine the effect on your Financial Aid award.

Action (Add or Drop)	Class #	Subject	Catalog #	Section	Units	Audit Class?	Notes

**Advisor Signature:** \_\_\_\_\_ **Total Credits:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request for Exception(s):** (Check all that apply and submit to Enrollment Services/Registrar for approval.)

<b>Register for more than 18 credits</b>	If cumulative GPA is below 3.000, the Advisor must provide written justification for the overload. <b>GPA:</b> _____ <b>Approved</b> <b>Disapproved</b>
<b>Swap classes and pay no additional tuition and fees after add/drop period</b>	<b>Approved</b> <b>Disapproved</b> <b>Reason:</b> _____
<b>Permission to audit the classes indicated above</b>	Audited classes are not counted in your course load for financial aid. <b>Approved</b> <b>Disapproved</b> <b>Reason:</b> _____
<b>Enroll in the following credit courses for the 3<sup>rd</sup> attempt or beyond</b>	Division Dean Approval Required <b>Signature:</b> _____ <b>Courses:</b> _____ <b>Approved</b> <b>Disapproved</b> <b>Reason:</b> _____
<b>Enroll in ENF 1 after 1<sup>st</sup> attempt</b>	Dean of Student Services Approval Required <b>Signature:</b> _____ <b>Approved</b> <b>Disapproved</b> <b>Reason:</b> _____
<b>Enroll in ENF2 or ENF 3 for the 3<sup>rd</sup> attempt or beyond</b>	Dean of Student Services Approval Required <b>Signature:</b> _____ <b>Approved</b> <b>Disapproved</b> <b>Reason:</b> _____

**Saving and submitting this form (and any attachments) through my VCCS email serves as my electronic signature and I certify that this information is truthful and accurate.**

**Name/Student Signature**

**Date**

**Important Notes:** You will receive no bill for tuition. Check at MECC Online to view amount due. After the tuition due date each semester, unpaid students will be dropped from classes. You may re-enroll if space is available when you are prepared to pay tuition. Students reported by instructors as not attending any classes during the first week will be dropped from that class immediately. No grade reports will be mailed at the end of the semester. View grades at MECC Online.

## Enrollment Instructions

Meet with your faculty advisor for assistance in selecting your class schedule before attempting to enroll at MECC Online.

### Add

1. Write your National ID, EmplID/User ID, Plan, and Name
2. Meet with your advisor and use the current class schedule to select your courses. Obtain your advisor's signature. The schedule is available online at [www.mecc.edu](http://www.mecc.edu). MECC Online will not process an enrollment if you do not meet the pre-requisites for the class.
3. With advisor's assistance, enter ADD as the Action and then enter the appropriate class information.
4. All exceptions being requested should be clearly marked.
5. Log on to MECC Online, Student Information Systems, add your classes. The web site is <https://me.my.vccs.edu/>.
6. If you have difficulty accessing MECC Online or you have questions about the enrollment/registration process, you may send a help request at MECC Online.
7. You may pay tuition by Visa or Mastercard at MECC Online by selecting Financial Services. Financial Aid student's tuition is charged automatically to their financial aid account. To check your balance of tuition due, check MECC Online or call the Business Office at (276)523-7475. If paying by check please record your EmplID/User ID on your check.

### Drop

1. Write your National ID, EmplID/User ID, Plan, and Name
2. Enter Drop as the Action and complete the appropriate course information and obtain your advisor's signature.
3. Log on to MECC Online, Student Information Systems, add your classes. The web site is <https://me.my.vccs.edu/>.
4. A full refund of tuition will be issued by the Business Office in approximately four weeks, if the course is dropped within the refund period.
5. Financial Aid recipients are encouraged to check with Enrollment Services/Financial Aid prior to dropping a class.
6. A grade of "W" will be assigned prior to completion of sixty percent (60%) of a class. After that time a grade of "F" will be assigned, unless a "Request for Withdrawal Due to Extenuating Circumstances" form is completed and approved by the Registrar.
7. No tuition refunds for classes dropped after the add/drop period.
8. Financial Aid students who completely withdraw may lose financial aid eligibility for the next term of enrollment.

Failure to pay tuition in full by the due date will result in being dropped from class. Students dropped for nonpayment of tuition may re-enroll if space is available. Check the current semester academic calendar published in the class schedule for the tuition due date.

Mountain Empire Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies: Vice-President of Financial and Administrative Services, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, 276-523-2400.

## Enrollment Request Planning Worksheet

	Monday	Wednesday
<b>8:15 – 9:30</b>		
<b>9:40 – 10:55</b>		
<b>11:05 – 12:20</b>		
<b>12:50 – 2:05</b>		
<b>2:15 – 3:30</b>		
<b>3:40 – 4:55</b>		

	Tuesday	Thursday
<b>8:15 – 9:30</b>		
<b>9:40 – 10:55</b>		
<b>11:05 – 12:20</b>		
<b>12:50 – 2:05</b>		
<b>2:15 – 3:30</b>		
<b>3:40 – 4:55</b>		

## Evening Classes

	Monday	Tuesday	Wednesday	Thursday
<b>6:00 – 8:45</b>				
<b>6:30 – 9:15</b>				