



# Registration Form

Please Print Clearly & Submit to Registration Desk



The personal information requested on this form is collected under the authority of the Post-Secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the information requested in this form should be directed to Registration at [registration@mhc.ab.ca](mailto:registration@mhc.ab.ca) or (403)504-3697. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A 3Y6, or 403-504-2286 or [foip@mhc.ab.ca](mailto:foip@mhc.ab.ca)

Year _____	<input type="checkbox"/> Medicine Hat <input type="checkbox"/> Brooks	MHC Student ID # _____
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## PERSONAL INFORMATION

Last Name	First Name	Middle Name
Previous Name		Phone Number

## CURRENT MAILING ADDRESS (change below or verified at registration)

Street or Box Number	
City or Town	
Province	Postal Code

## PROGRAM OF STUDY \_\_\_\_\_

**Check all that apply:**

Student Loan     Grant     Sponsored     Student Athlete     Live in Residence     Visa Student

**Are you completely withdrawing from your program?**                      **Yes**                      **No**

SEMESTER	COURSE CODE & NUMBER	LECTURE (LC)	LAB (LB)	TUTORIAL (TU)	PRACTICUM/CLINICAL (PR) or (CL)	REASON
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer						<input type="checkbox"/> Add (register) <input type="checkbox"/> Drop (unregister) <input type="checkbox"/> W Grade (no refunds)
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer						<input type="checkbox"/> Add (register) <input type="checkbox"/> Drop (unregister) <input type="checkbox"/> W Grade (no refunds)
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Comments: \_\_\_\_\_

\_\_\_\_\_

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

Advisor Signature (if required) \_\_\_\_\_ Date: \_\_\_\_\_

# Course Adding and Dropping

It is your responsibility to ensure that this form is received at Student Services by the **ADD/DROP DEADLINE** listed Academic Schedule (see the MHC Calendar) Programs off cycle may vary; please verify what your dates are.

If you drop a course, you will receive a refund (minus registration deposit) and the course will not appear on your transcript.

Please make sure you understand the consequences of dropping or adding classes. If you have any questions, please consult an academic advisor or your Program Coordinator.

## Dropping a Class?

Most students need to be enrolled in at least 9 credits to be considered a full-time student.

Student Loans, Grants, Scholarships, and other forms of funding may be impacted.

Is the class required for your program?

Is this class a pre-requisite for required courses in your program?

## Adding a Class?

Ensure that you have the pre-requisites for the class.

If the course is outside your program area, you may need special permission to enroll in the class. Check with your program coordinator or academic advisor.

# Withdrawals

## TO BE USED AFTER THE ADD/DROP DEADLINE TO DROP A COURSE

You may withdraw from classes after the **ADD/DROP Deadline** and before or on the last day for withdrawal as indicated in the Academic Schedule (see the MHC Calendar). Programs off cycle may vary; please verify what your

dates are. [Return to Back](#)

The course will appear on your transcript with a "W" beside it. The "W" is not calculated in your grade point average.

No refund is given for course withdrawals.

Please make sure you understand the consequences of withdrawing from classes. If you have any questions, please consult an Academic Advisor or your Program Coordinator.

Most students need to be enrolled in at least 9 credits to be considered a full-time student. Student Loans, Grants, Scholarship, and other forms of funding may be impacted