

Course Capacity Override Requests, Prerequisite and Corequisite Waiver Requests, and Course Withdrawal Requests

The forms are found on the **Registration** tab in the **Registration Forms** section.

Course Capacity Override Request

Use the Course Capacity Override Request to request to be added to a course which is already full/at its enrollment capacity. It's only active while registration is open and waitlisting is unavailable, including during add/drop week, which ends at 11:59 p.m. on the last day. Refer to MCAD's Academic Calendar for semester-specific dates.

Requesting a course capacity override does not guarantee that you will be added to the course. Any changes made to an existing student schedule require the approval of the department chair/program director and Records. If the department chair/program director or Records does not approve your request, Records will not make any changes to your current registration and someone will contact you via email.

Prerequisite and Corequisite Waiver Request

The Prerequisite and Corequisite Waiver Request is for requests to override prerequisite or corequisite requirements for a course you'd like to register for. It's available at any time there are courses scheduled in an upcoming semester through add/drop week, which ends at 11:59 p.m. on the last day.

Requesting a prerequisite or corequisite waiver does not guarantee that you will be added to the course. Any changes made to an existing student schedule require the approval of the department chair/program director and Records. If the department chair/program director or Records does not approve your request, Records will not make any changes to your current registration and someone will contact you via email.

Course Withdrawal

Course Withdrawal will be active during the remainder of the term until the withdrawal deadline.

See the Academic Calendar online at: <https://mcad.edu/about-mcad/academic-calendar> for the deadline date. No exceptions. Any changes made to an existing student schedule require the approval of your department chair. (Undeclared students: see Student Affairs.)

Course withdrawals incur a \$30 fee, which will be charged to your student account and visible on MAXPay within a few business days.

After you submit the Course Withdrawal form, the following will happen:

- If you have declared a major, the department chair/program director of your major must approve your request.
- If you are undeclared, Student Affairs must approve your request.
- Records will make the final approval and process the changes.
- If the department chair/program director, Student Affairs, or Records does not approve your request, Records will not make any changes to your current registration and someone will contact you via email. To make a new request to withdraw from a course, you must fill out the form again.

Course Capacity Override Request

If any of your information is incorrect on the form, contact Records@mcad.edu.

Requesting a Course Capacity Override

1. Select a semester.
2. Select the course you want to add from the list. Only courses which are currently full for the selected semester will be available on the form.
3. Click to load course details button.
4. Click the finish and sign button.
5. Type your name.
6. Click the submit button
7. **Contact helpdesk@mcad.edu if you don't receive a confirmation email after you submit the form because it's likely that there was an error and we didn't receive your request.**

Course Selection

Course Semester:

Select the course you want to add:
(only courses which are currently full are in this list)

Click to load course details

Instructor:	Department:	Department Chair:
Current Enrollment:	Schedule:	Dates:
Textbooks:		
Materials:		
Estimated Cost of Course Materials:		

FINISH and SIGN

By typing my name below, I understand and agree that this form of electronic signature is as valid as a physical signature.

Signature: ***Date Submitted: *** 7/24/2026

SUBMIT

Prerequisite and Corequisite Waiver Request

If any of your information is incorrect on the form, contact Records@mcad.edu.

Requesting a Prerequisite and Corequisite Waiver

1. Select a semester.
2. Select the course you want to add from the list. Only courses with prerequisites or corequisites scheduled for the selected semester will be available on the form.
3. Click to load course details button.
4. If the selected course has more than one requirement, you will be asked which requirement you wish to be waived.
5. Click the finish and sign button.
6. Type your name.
7. Click the submit button
8. **Contact helpdesk@mcad.edu if you don't receive a confirmation email after you submit the form because it's likely that there was an error and we didn't receive your request.**

Course Selection

Course Semester:

Select the course you want to add:

Click to load course details

Instructor: Department: Department Chair:

Schedule: Dates:

Textbooks:

Materials:

Estimated Cost of Course Materials:

Prerequisites:

Corequisites:

FINISH and SIGN

By typing my name below, I understand and agree that this form of electronic signature is as valid as a physical signature.

Signature: * Date Submitted: * 7/24/2026

SUBMIT

Course Withdrawal

If any of your information is incorrect on the form, contact Records@mcad.edu.

Withdrawing from Courses

1. Select the course you want to withdraw from in the list.
2. Click to load course details button.
3. Provide the reason you're withdrawing from the course.
4. Click the withdraw from the selected course button and the course will show up in the course withdrawal list.
5. Repeat steps 1-3 until you've selected all the courses you want to withdraw.
6. Before you submit the form, make sure the course withdrawal list reflects the changes you want. Click the finished with courses to withdraw button when you are done.
7. Type your name.
8. Click the submit button
9. **Contact helpdesk@mcad.edu if you don't receive a confirmation email after you submit the form because it's likely that there was an error and we didn't receive your request.**

Course Withdrawal List: *	Courses to withdraw:	Credits to withdraw:	Withdrawal Reason:
No rows have been added.			
Withdraw from Courses			
Courses to withdraw:			
	Click to load course details		
Credits to withdraw: *			
Withdrawal Reason: *			