**​ENROLLMENT REQUEST FORM**

**Please Check One: ​□​CGCC ​□​EMCC ​□​GWCC ​□​GCC ​□​MCC ​□​PVCC ​□​PC ​□​Rio ​□​SCC ​□​SMCC**

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| **STUDENT ID#** | **TERM OF ENROLLMENT: ​□​FALL ​□​SUMMER ​□​SPRING 20 \_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****LAST NAME** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****FIRST MIDDLE** |

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| **Add/****Reinstate** | **Drop/****Withdraw** | **Class Start****Date** | **Class Number** | **Subject/****Catalog** | **Credits** | **Drop****Code** | **Instructor/Chair Signature** | **Date** | **LDA** |
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| **It is my responsibility to drop my class(es) if I do not meet the prerequisite(s) for the class, to drop my classes within the refund period per College Catalog and****Handbook, or to drop my class(es) if I no longer want to be enrolled.****The official date of a drop/withdrawal is the day this form is processed in the Admissions, Records & Registration/ Enrollment Services. If I am receiving any type of****financial aid assistance, I am responsible for notifying the appropriate office(s) of my change in enrollment.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****STUDENT SIGNATURE DATE ADVISOR SIGNATURE (Optional) DATE** |
| **--Official Use Only—****Revised 12/06/14** | **Processed by:** | **Date Processed:** |

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| **--Official Use Only—****Revised 09/09/17** | **Processed by:** | **Date Processed:** |

**STUDENT DROP/WITHDRAWAL CODES**

|  |  |
| --- | --- |
| 01 Personal Illness  | 18 Dissatisfied with Instruction  |
| 02 Financial Problems  | 19 Books/Supplies Not Available  |
| 03 Employment Related  | 20 No Reason Given  |
| 04 Technical Difficulties  | 21 Enrolling at Another College  |
| 05 Academic Difficulties  | 22 Even Exchange  |
| 06 Family Related  | 23 Dissatisfied with Course  |
| 08 Transportation  | 24 Misadvised  |
| 09 Personal/Confidential   | 27 Lack of Time  |
| 11 Military Commitments  | 28 Official Church Mission  |
| 14 Student Moved  | 29 Foreign Aid Service of the Federal Gov  |
| 16 Choose Alternate Course/Sec  | 30 Not Required for Program  |

\*Maricopa Community Colleges follow the refund policy as reflected in the College Catalog and Handbook.

***Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. A***

***lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community***

***Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following***

***number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system,***

[***http://www​***](http://www/)***.maricopa.edu/non-discrimination.***

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