

# ENROLLMENT REQUEST FORM

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

STUDENT ID# _____				TERM OF ENROLLMENT: <input type="checkbox"/> FALL <input type="checkbox"/> SUMMER <input type="checkbox"/> SPRING 20 _____					
LAST NAME _____				FIRST _____		MIDDLE _____			
Add/ Reinstate	Drop/ Withdraw	Class Start Date	Class Number	Subject/ Catalog	Credits	Drop Code	Instructor/Chair Signature	Date	LDA
<p>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.</p> <p>The official date of a drop/withdrawal is the day this form is processed in the Admissions, Records &amp; 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.</p>									
STUDENT SIGNATURE _____			DATE _____		ADVISOR SIGNATURE (Optional) _____			DATE _____	
--Official Use Only-- Revised 09/09/17				Processed by: _____				Date Processed: _____	

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## 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.

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