**​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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| **--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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