ESTRELLA MOUNTAIN COMMUNITY COLLEGE A MARICOPA COMMUNITY COLLEGE Please Print Charles of Normal				Ci	rcle a Term:		Spring	Summer	20 Year	
Student Name Student ID # Student ID #										
Course Information Section				NOTES		Offici	al Use Only			
CIRCLE	ONE	Course Subject & Course Number (Ex. ENG 101)	Class Number (Ex. 12345)	Credit Hours	Drop Code (See Back)	EX: Permission fro	om Email /#	on Wait List		
Add	Drop									
Add	Drop									
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Add	Drop								AAFC/Valor/U1	8 Admissions - Self Pay
My signature indicates that I understand the Add/Drop, Withdrawal, Refund Policies. The official date of the drop/withdrawal will be the date this form is received in the Admissions, Records, and Registration Office. If you are receiving any type of financial assistance, you are responsible for notifying the appropriate office(s) of any changes in enrollment.										
Student's Signature Today's Date										
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Advisor's Signature Today's DateUpdated: 03/08/2022										
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This form must be received in the Admissions, Records, and Registration Office before any changes can be processed.

- To ADD a class: Complete the form including your signature and the current date.
 - If you have applied for any financial assistance for this semester, see the appropriate department or advisor regarding your changes.
- To DROP / WITHDRAW from a class: Complete the form, include an appropriate drop code, your signature and the date. Please note: After Week 1, please refer to the table below.

Length of Class	Official Withdrawal Deadlines for 100% Refund	Length of Class	Official Withdrawal Deadlines for 100% Refund	
1-9 calendar days	Prior to the class start date	40-49 calendar days	4 calendar days including the class start date	
10-19 calendar days	1 calendar day including the class start date	50-59 calendar days	5 calendar days including the class start date	
20-29 calendar days	2 calendar days including the class start date	60-69 calendar days	6 calendar days including the class start date	
30-39 calendar days	3 calendar days including the class start date	70+ calendar days	7 calendar days including the class start date	

Student Drop / Withdrawal Codes:

09 - Personal / Confidential

16 - Chose Alternate Course / Section

THE ABOVE INFORMATION DOES NOT INCLUDE THE COMPLETE COLLEGE POLICY, PLEASE REFER TO THE COLLEGE CATALOG

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