

ENROLLMENT FORM

Circle a Term: **Fall** Spring Summer

20
Year

Please Print
Student Name

Student ID # _____

Last

First

Course Information Section					NOTES	Official Use Only
CIRCLE ONE	Course Subject & Course Number (Ex. ENG 101)	Class Number (Ex. 12345)	Credit Hours	Drop Code (See Back)	EX: Permission from Email / # on Wait List	
Add Drop						AAEC/Valor/U18 Admissions - Self Pay <input type="checkbox"/>
Add Drop						
Add Drop						
Add Drop						
Add Drop						

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 _____

Advisor's Signature _____

Today's Date _____

Updated:
03/08/2022

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Updated:
03/08/2022

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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