

CLASS ENROLLMENT FORM

(Please read the back side of this form)

**For adding or withdrawing, please complete Part I and see a College Advisor
For reinstatement, please complete Part I and submit to Instructor**

PART I: STUDENT INFORMATION

STUDENT ID #: _____ FALL SPRING SUMMER YEAR _____ DATE: _____

Last Name: _____ First Name: _____ M.I.: _____ Signature: _____

Reason for Add, Withdrawal, or Reinstatement: _____

PART II: STUDENT REVISION **ADD CLASS** **CLASS WITHDRAWAL (DROP)** **COMPLETE WITHDRAWAL**

ACTION REASON				CLASS WITHDRAWALS & REFUNDS	
ENRO: (Enroll and Add Classes) WTH: (Student Initiated Withdrawal)				<i>It is the student's responsibility to officially withdraw from classes. Failure to withdraw prior to the applicable refund date on the student's study list will result in mandatory payment of tuition/charges.</i>	
Action	Class Number	Subject	Catalog Number	Section	Notes

School Designee* (print): _____ **School Designee* (signature):** _____ **Date:** _____

Faculty members who are approving a class override for a student (i.e. adding a seat) **must** email the approval to WR-Instruction@ccc.edu and the respective department chairperson(s). The email should include the student's name and CCC ID #, class number, subject, catalog number, section, and justification for override. The Office of Instruction staff will review the information submitted and render a decision to the student, faculty member, and chairperson.

Please refer to the College website or Advising and Transfer Office (A-120) for specific registration deadlines. Already registered students will be allowed to revise courses after the registration deadline, provided that: (1) It is within the first two days of the semester, (2) the course has not met, and (3) the course has available seats.

PART III: FACULTY REINSTATEMENT SECTION: This section must be completed and returned to the Records Office by the assigned class instructor. The Record's Office will not accept a class reinstatement form from a student. A mid-term grade must be reported if reinstating after mid-term.

Action	Class Number	Subject	Catalog Number	Section	Total Days Absent	Midterm Grade	Records Office Signature (If applicable)
RNS							

Rationale for Reinstatement: Attach a copy of documentation, if applicable (i.e. doctor's statement, obituary, etc.):

Class Instructor (print): _____ **Class Instructor (signature):** _____ **Date:** _____

**CLASS ENROLLMENT FORM**

Action	Instructions	Involved Parties
Student Enrollment or Revision	<p>Initial enrollment or revisions completed during the early/open registration period, prior to the start of a class. Students who wish to add/drop classes may initiate this process by meeting with a College Advisor or School Designee*:</p> <ol style="list-style-type: none"> 1. Student completes Part I (including signature). 2. College Advisor or School Designee* completes Part II. 3. College Advisor or School Designee* issues updated schedule after revision request is processed. 4. College Advisor or School Designee* retains the Class Enrollment Form and any applicable files to be filed in the Records Office. 	<ol style="list-style-type: none"> 1. Student 2. College Advisor or School Designee* <p>*School Designee refers to Faculty and Staff Members.</p>
Student Reinstatement	<p>Reinstatements must be initiated by the student based on NSW and/or ADW designations assigned by the instructor of record. Students who wish to be reinstated must follow the steps below:</p> <ol style="list-style-type: none"> 1. Student visits the Wright Stop to obtain the Class Enrollment Form (students can also obtain this form from academic offices when available). 2. Student completes Part I and submits the form to the instructor of record. 3. Instructor of record completes Part III and submits directly to the Records Office (A-128). <i>Reinstate requests will not be accepted from students. Instructors have the right to deny reinstatement requests from students; denied reinstatement requests are not required to be submitted to the Record's Office.</i> 4. Records Office will review, process, and file reinstatement. 	<ol style="list-style-type: none"> 1. Student 2. Instructor of Record 3. Records Office
Student Withdrawal	<p>Students who wish to officially withdraw from a class may initiate this process by meeting with a College Advisor or School Designee*:</p> <ol style="list-style-type: none"> 1. Student completes Part I. 2. Student meets with Financial Aid Advisor to understand impact on Financial Aid and Satisfactory Academic Progress (SAP) [<i>Financial Aid Recipients Only</i>]. 3. College Advisor or School Designee* completes Part II and performs withdrawal request. 4. College Advisor or School Designee* issues updated schedule after withdrawal request is processed. 5. College Advisor or School Designee* retains the Class Revision Form and any applicable files to be filed in the Records Office. 	<ol style="list-style-type: none"> 1. Student 2. Financial Aid Advisor <i>(Financial Aid Recipients Only)</i> 3. College Advisor or School Designee* 4. Records Office <p>*School Designee refers to Faculty and Staff Members.</p>