



## 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	
<b>ENRO:</b> (Enroll and Add Classes) <b>WTH:</b> (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](mailto: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:** \_\_\_\_\_



Action	Instructions	Involved Parties
<b>Student Enrollment or Revision</b>	<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"> <li>1. Student completes Part I (including signature).</li> <li>2. College Advisor or School Designee* completes Part II.</li> <li>3. College Advisor or School Designee* issues updated schedule after revision request is processed.</li> <li>4. College Advisor or School Designee* retains the Class Enrollment Form and any applicable files to be filed in the Records Office.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. College Advisor or School Designee*</li> </ol> <p><b>*School Designee refers to Faculty and Staff Members.</b></p>
<b>Student Reinstatement</b>	<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"> <li>1. Student visits the Wright Stop to obtain the Class Enrollment Form (students can also obtain this form from academic offices when available).</li> <li>2. Student completes Part I and submits the form to the instructor of record.</li> <li>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></li> <li>4. Records Office will review, process, and file reinstatement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Instructor of Record</li> <li>3. Records Office</li> </ol>
<b>Student Withdrawal</b>	<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"> <li>1. Student completes Part I.</li> <li>2. Student meets with Financial Aid Advisor to understand impact on Financial Aid and Satisfactory Academic Progress (SAP) [<i>Financial Aid Recipients Only</i>].</li> <li>3. College Advisor or School Designee* completes Part II and performs withdrawal request.</li> <li>4. College Advisor or School Designee* issues updated schedule after withdrawal request is processed.</li> <li>5. College Advisor or School Designee* retains the Class Revision Form and any applicable files to be filed in the Records Office.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student</li> <li>2. Financial Aid Advisor <i>(Financial Aid Recipients Only)</i></li> <li>3. College Advisor or School Designee*</li> <li>4. Records Office</li> </ol> <p><b>*School Designee refers to Faculty and Staff Members.</b></p>