

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 #: 002564490 FALL ☒ SPRING ☐ SUMMER ☐ YEAR 2022 DATE: 7/22/2022
Last Name: Traman First Name: Seth M.I.: Signature: _____
Reason for Add, Withdrawal, or Reinstatement: ADD

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
ENRO	32419	MATH	209	BD	Tuesday and Thursday 8:30 am – 10:40 am, In-person
ENRO	32292	PHYSICS	236	ACE	Monday and Wednesday 8:30 am – 12:05 pm/11:50 am, In-person
ENRO		MATH	146		Self-enroll in any section
ENRO		Humanities HD			Self-enroll in any section

School Designee* (print): Seth Traman School Designee* (signature):  Date: Aug 9 2022

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: _____