

Student Re-Enrollment Request

To be completed by students requesting to repeat class(es) or repeat a quarter. Please follow the steps, outlined below, in order.

Student Information

Name	Date
Email	Phone

Check One:

Repeat Quarter <input type="checkbox"/> PN 1 <input type="checkbox"/> PN 2 <input type="checkbox"/> PN 3 <input type="checkbox"/> PN 4 <input type="checkbox"/> RN 1 <input type="checkbox"/> RN 2 <input type="checkbox"/> RN3 <input type="checkbox"/> RN 4

List Course(s) Number(s)

Repeat Class(es)	NU -	NU -	NU -	NU -
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1. Take the completed form to the Program Administrator to determine eligibility to repeat the quarter or individual classes.
2. After the Program Administrator signs off, take this form to the Admissions Office to complete re-enrollment paperwork.
3. After Admissions signs off, take this form and your re-enrollment paperwork to the Finance Office for financial clearance. The Finance Office will sign only when you are financially cleared to proceed.
4. After the Finance Office signs off, take this form and all other paperwork to the Registrar's Office to register for classes.
5. Each step must be taken in the sequence outlined above. Failure to do so will result in you not being able to attend class.
6. **Deadline:** All steps must be completed and submitted to the Registrar Office **five (5) days prior to the next quarter** (not the start of your class).

Student Signature Date

Program Administrator Signature Date

Admissions Office Signature Date

Finance Office Signature Date