ENROLLMENT REQUEST

(Complete and submit to the WCC Admissions and Records Office)

Note: Students have the option to enroll for classes on-line at wcc.my.vccs.edu

Semester: FALL ☐ SPRING ☐ SUMMER ☐ YEAR:

Name: (Last) ___________________ (First) ___________________ (Middle Initial) ___

USER ID: ____________ ____________ ____________ ____________ ____________

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course No.</th>
<th>Section</th>
<th>Credits</th>
<th>Meeting Time(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 39969</td>
<td>Ex. ACC 212</td>
<td>Ex. 95</td>
<td>Ex. 3</td>
<td>Ex. 9:20 AM – 10:30 AM MW</td>
<td>Ex. Rm. 225 Carroll Hall</td>
</tr>
</tbody>
</table>

ADD

Total Credits Added

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course No.</th>
<th>Section</th>
<th>Credits</th>
<th>Meeting Time(s)</th>
<th>Location</th>
</tr>
</thead>
</table>

DROP

Total Credits Dropped

Request for Exceptions – See back of this form

If you are a financial aid recipient dropping classes, you are required to check with the Financial Aid Office prior to submitting this form to the Admissions and Records Office.

Student Signature __________________/Date Advisor Signature __________________/Date

☐ CHECK THIS BOX IF PERMISSION FOR AN EXCEPTION WAS APPROVED ON THE BACK OF THIS FORM

REQUEST FOR EXCEPTIONS

(Submit to the Admissions and Records Office with appropriate signatures)
WCC Enrollment Request (contd.)

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

- Permission to register for more than 18 credits excluding SDV 100: (If cumulative GPA is below 3.0, the academic dean must provide written justification for the overload.
- Permission to enroll in a full class.
- Permission to audit a class (List class name and class number here) ____
  Note: Audited classes are not counted in your course load for financial aid.
- Permission to enroll in a class for the third time.
- Permission to allow a high school student to enroll in a class(es).

Approved ________________________________ (appropriate academic dean)
Date ________________________________

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

- Permission to register past the deadline.
- Permission to withdraw from class(es) after the deadline.

Approved ________________________________  Reason ________________________________
Date ________________________________

APPROVAL NEEDED BY ACADEMIC DEAN:

- Permission to waive (or substitute) a pre-requisite for a course.

Reason ________________________________

Academic Dean approval ________________________________  (Date) _____________________

APPROVAL IS NEEDED TO DROP CLASS(ES) AFTER THE DEADLINE AND RECEIVE A TUITION REFUND:

Reason: ________________________________

Financial Aid’s approval ________________________________  (Date) _____________________

VP of Instruction’s approval ________________________________  (Date) _____________________

VP of Finance’s approval ________________________________  (Date) _____________________

Rev. 11/11/2013