



## 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](http://wcc.my.vccs.edu)

Semester:    **FALL**                       **SPRING**                       **SUMMER**                       **YEAR:**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_

USER ID: \_\_\_\_\_

Class Number	Course No.	Section	Credits	Meeting Time(s)	Location
Ex. 39969	Ex. ACC 212	Ex. 95	Ex. 3	Ex. 9:20 AM – 10:30 AM MW	Ex. Rm. 225 Carroll Hall
ADD					

Total Credits Added

Class Number	Course No.	Section	Credits	Meeting Time (s)	Location
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)

**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) \_\_\_\_\_