

SPECIAL ENROLLMENT REQUEST - FALL 2011

Student First Name	Last Name	Student ID or Social Security Number	Phone
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A student signature on this form authorizes Admissions and Records staff to adjust enrollment as requested below. The student is responsible to ensure that required signatures/approvals are included, payment is made (if applicable), and this form is submitted by deadlines. All enrollment requests are subject to approval; the student is responsible to check their account in myWNC to determine if the enrollment request was processed, to check for the accuracy of the enrollment (if applicable), and to make payment according to payment deadlines.

Student Signature _____	Date _____
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FULL CLASSES - permission to enroll must be obtained from the instructor and the appropriate division; they are not processed by Admissions and Records effective fall 2011.

Late Registration/Reinstatement

**For enrollment or reinstatement in full-term class(es) after the first week of the semester
 Or for enrollment in short-term class(es) after the class begins**

- Instructor signature or email approval (must be attached) required; form must be submitted within 5 days of instructor approval.
- Prior to enrollment in full-term classes after the second week of the semester, payment in full plus a \$25 late payment fee is required.
- Final deadline to submit this form and make payment (if applicable) for full-term classes is the Friday of the fourth week in the semester. Final deadline for short-term classes varies depending on length of class and is subject to approval.

Course Number: _____	Prefix/Number: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	Instructor Signature: _____
Course Number: _____	Prefix/Number: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	Instructor Signature: _____
Course Number: _____	Prefix/Number: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	Instructor Signature: _____

Even Exchange

During the second week of the semester, only for full-term classes

- Instructor signature or email approval (must be attached) required; form must be submitted within 5 days of instructor approval.
- Courses requested to both drop and add for even exchange must be listed. The number of units requesting to add must be equal to or greater than the number of course units to drop.
- Deadline to submit this form for even exchange is the Friday of the second week of the semester.
- Note: Requests to even exchange courses to move to a higher or lower level within the same discipline will be accepted until the Friday of the fourth week of the semester. The lower level course must be a prerequisite to the higher level course, i.e: requesting to even exchange Math 95 to 96.

Course(s) to add:

Course Number: _____	Prefix/Number: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	Instructor Signature: _____
Course Number: _____	Prefix/Number: _____	<input type="checkbox"/> Credit <input type="checkbox"/> Audit	Instructor Signature: _____

Course(s) to drop:

Course Number: _____	Prefix/Number: _____
Course Number: _____	Prefix/Number: _____

Other – provide explanation of request