Western Nevada College
Admissions and Records

ENROLLMENT REQUEST (Special Circumstance)

_____
Student First Name Last Name Student ID Number Phone Semester

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

Requests to add full classes will not be processed unless consent has been given by the applicable division.

Course(s) to add:

1) Course Registration Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101) : _____ ☐ Credit ☐ Audit
Is the class full? ☐ Yes ☐ No NOTE: If the class is full request will not be processed unless division has granted consent.

Instructor Name (Print): _____ Instructor Signature – required Late Reg: _____ Date: _____

2) Course Registration Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101) : _____ ☐ Credit ☐ Audit
Is the class full? ☐ Yes ☐ No NOTE: If the class is full request will not be processed unless division has granted consent.

Instructor Name (Print): _____ Instructor Signature – required Late Reg: _____ Date: _____

3) Course Registration Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101) : _____ ☐ Credit ☐ Audit
Is the class full? ☐ Yes ☐ No NOTE: If the class is full request will not be processed unless division has granted consent.

Instructor Name (Print): _____ Instructor Signature – required Late Reg: _____ Date: _____

Course(s) to drop:

1) Course Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101): _____

2) Course Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101): _____

3) Course Number (i.e. 32876): _____ Prefix/Number (i.e. BUS 101): _____