



RE-ENROLLMENT REQUEST FOR COURSE IN PROGRESS
Projected Grades of D, F, or NP ONLY

NAME:	STUDENT ID #	DATE
PHONE:	E-MAIL:	

STEP 1: OBTAIN LETTER FROM INSTRUCTOR OF COURSE IN PROGRESS

Before submitting this form to General Counseling or Special Programs, please attach a letter on official Chabot College letterhead from the instructor of the course in progress that includes the following information:

- Your name
- Your W Number
- Course name and number
- Expected final grade of D, F, or NP
- Instructor name, email, and phone number

STEP 2: REQUEST RE-ENROLLMENT (BRING FORM AND LETTER TO GENERAL COUNSELING OR SPECIAL PROGRAMS)

I wish to repeat _____
 Course Name and Number

during the following Semester/Year: _____
 Summer, Fall, or Spring/Year

STEP 3: BRING APPROVED FORM TO ADMISSIONS AND RECORDS TO RE-ENROLL IN PERSON

OFFICE USE ONLY:

Counselor has reviewed attached letter and confirmed student will not exceed three course limit.

Student's re-enrollment request is:

- APPROVED
 DENIED

RATIONALE:

Counselor's Signature:	Date:
------------------------	-------

Counselor's Name (please print)

Reviewed/Processed by (A&R Staff):	Date:
------------------------------------	-------

Action taken:
