



Reinstate Form

I understand that:

- I have to be reinstated in the same classes/sections that I was dropped unpaid from (not all courses have to be reinstated)
- I have to be prepared to **pay today** for all courses **including all fees** associated with being reinstated (please see catalog details or www.ccm.edu for details)

Steps to Take:

- **PAY!**
 1. Bring completed form with payment to Bursar’s Office (Student Community Center) **OR**
 2. Scan completed form from your student CCM email account to bursar@ccm.edu with the **Subject Line – REINSTATE** and they will respond with how much payment is and directions on how to pay via [Titans Direct](#) or over the phone
- Once payment is confirmed by the Bursar’s Office they will send an email to registrar@ccm.edu letting us know which course you are to be reinstated in

Please Print:

Last Name _____ First Name _____

CCM ID _____ Best phone number to reach you _____

I receive Financial Aid Yes No

Please indicate (below) the appropriate semester for the course you are being reinstated in:

Semester : (check one) Fall Spring Summer Winter YEAR _____

Term	Course #	Section #	Title	Credits
22SP	ENG 111	12345	Comp 1	3

Student Signature _____ Date _____

Rec and Reg Input _____

White: Records and Registration

Bursar: Yellow