



Reinstate Form

I understand that:

- If I have not been in attendance, I will be withdrawn from the class(es) and will be responsible for all fees
- I have to be reinstated in **all** of the same classes/sections that I was dropped unpaid from
- I have to be prepared to **pay today** for all courses **including all fees** associated with being reinstated (please see catalog details)

Steps to Take:

- complete Reinstate Form
- get appropriate approving signature from the Division of Student Development and Enrollment Management – Vice President, Dean, Registrar, Associate Registrar or Assistant Registrar)
- bring signed form and pay at the Bursar’s office
- bring back to Records and Registration for processing

Please Print:

Last Name _____ First Name _____

CCM ID _____ **I receive Financial Aid Yes No**

Please indicate (below) the appropriate semester/mini term for the course you are reinstated:

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

Indicate Mini Term for each course in the Term column below:

16 week	13 week	7 early	7 late	7week (SU)	5 early (SU)	5 late (SU)	4week (WI)	3 week (SU)	2 week	2 mid	2 late
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R and R Use Only	Term	Course #	Section #	Title	Credits
	Example: 16 week	ENG 111	12345	Comp 1	3

I understand that this reinstatement will incur tuition costs and all fees associated with reinstatement. I agree that I will be responsible to pay today.

Student Signature _____ Date _____

Student Dev. and Enrollment Mgt. Signature _____ Date _____

REG 8/2018