

## ENROLLMENT REQUEST (Special Circumstance)

Student First Name	Last Name	Student ID Number	Phone	Semester
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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 \_\_\_\_\_

***Requests to add full classes will not be processed without consent from 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: \_\_\_\_\_

If applicable: Division Signature \_\_\_\_\_ 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: \_\_\_\_\_

If applicable: Division Signature \_\_\_\_\_ 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: \_\_\_\_\_

If applicable: Division Signature \_\_\_\_\_ 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): \_\_\_\_\_