



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382 • (276)223-4700

ENROLLMENT REQUEST

(Complete and submit to the WCC Admissions and Records Office)

Note: Students have option to enroll for classes on-line at wcc.my.vccs.edu

Semester: FALL SPRING SUMMER YEAR: 20

Name: (Last) _____ (First) _____ (Middle Initial) _____

USERID: _____

Class Number	Course No.	Section	Credits	Meeting Time(s)	Location
Ex. 39969	Ex. ACC 212	Ex. 95	Ex. 3	Ex. 9:20 AM -10:30 AM MW	Ex. Rm. 225 Carroll Hall
ADD					
Total Credits Added					
Class Number	Course No.	Section	Credits	Meeting Time (s)	Location
DROP					
Total Credits Dropped					

Request for Exceptions See back of this form

If you are a financial aid recipient dropping classes, you are required to check with the Financial Aid Office prior to submitting this form to the Admissions and Records Office.

Student Signature _____/Date Advisor Signature _____/Date

CHECK THIS BOX IF PERMISSION FOR AN EXCEPTION WAS APPROVED ON THE BACK OF THIS FORM

REQUEST FOR EXCEPTIONS

(Submit to the Admissions and Records Office with appropriate signatures)

Rev. 9/20/2006

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE APPROPRIATE ACADEMIC DEAN:

Permission to register for more than 18 credits excluding S D V 100: (If cumulative G P A is below 3.0, the academic dean must provide written justification for the overload.

Permission to enroll in a full class.

Permission to audit a class (List class name and class number here) _____
Note: Audited classes are not counted in your course load for financial aid.

Permission to enroll in a class for the third time.

Permission to allow a high school student to enroll in a class(es)

Approved _____ (appropriate academic dean)

(Date) _____

APPROVAL IS NEEDED FOR THE FOLLOWING EXCEPTIONS BY THE DEAN OF STUDENT SERVICES:

Permission to register past the deadline

Permission to withdraw from class(es) after the deadline

Approved _____ (Dean of Student Services)

(Date) _____

APPROVAL IS NEEDED TO DROP CLASS (ES) AFTER THE DEADLINE AND RECEIVE A TUITION REFUND:

Reason: _____

V P of Instruction's approval _____

(Date) _____

V P of Finance's approval _____

(Date) _____

APPROVAL NEEDED BY THE VICE PRESIDENT OF INSTRUCTION:

Permission to waive (or substitute) a pre-requisite for a course. Reason _____

Vice President of Instructions approval _____

(Date) _____