



J. SARGEANT REYNOLDS COMMUNITY COLLEGE
REPEAT CLASS REQUEST

The college normally limits students to two enrollments in the same class. Students must therefore obtain approval to attempt most classes more than twice.

- 1. Complete section 1.
2. Obtain signatures in sections 2 & 3.
For a developmental class, obtain the additional signature in section 4.
3. Sign Section 5 and return the completed and signed form to your campus Admissions and Records Office prior to registration.

SECTION 1: Student completes this section. Date:

Student's SSN: EmplID:

Last Name First Name MI Jr.,3rd

Curriculum / Non-Curricular

Class to be repeated

During Semester / Term

Reason for Request

SECTION 2:

Curricular student's: Academic Advisor and curricular School Dean complete this section.
Non-curricular student's: Counselor and Director of Student Development Services complete this section.

Conditions of Approval:

Approved/Disapproved by Advisor/Counselor: Date:

Approved/Disapproved by School Dean : Date:

SECTION 3: School Dean offering the class completes this section.

Conditions of Approval:

Approved/Disapproved by School Dean : Date:

SECTION 4: JSRCC Policy 1-11 requires School Dean approval for the third and final enrollment in the same developmental class.

Approved/Disapproved by School Dean : Date:

SECTION 5: I understand and agree with the conditions of this approval.

SIGNATURE OF STUDENT: DATE: