ORANGE COAST COLLEGE
REINSTATEMENT FORM

PLEASE READ: No-Show drops cannot use this Reinstatement form.
Reinstatements must be done within 2 weeks from the drop date.

This form can be submitted if ALL of the following are met:

- Student is dropped with an eligible drop status: DN, IN, DC, IC, DI, II.
- No more than two weeks has passed from the drop date.
- The final reinstatement deadline has not passed for the course.

Form Submission: Either the student or instructor can submit this form either in-person to the Enrollment Center or, to **OCCfacultyservices@cccd.edu from their CCCD e-mail address. This form must be submitted within a week of the Instructor's Signature**. This form can either be printed and hand signed, or signed electronically.

PLEASE REINSTATE:

STUDENT NAME _____ **ID#**_____
First and Last Name

_____	_____	_____
Course Title (e.i. MATH A100)	CRN No.	Term & Year

Student's Acknowledgement & Responsibility:

I understand that I am responsible for any and all fees incurred during this reinstatement process. If I choose not to attend the course after my reinstatement, I agree to assume the responsibility for the grade received. I will be responsible for the grade received.

_____ _____
Student's Signature Date

Instructor's Approval:

_____ _____ _____
Instructor's Name (please print) Instructor's Signature Date