

Questionnaire for Students Requesting Third Enrollment

Must be filled in and submitted along with the Third Enrollment Request Form obtained from Admissions to the Instructor on the first day of class and then to the Division Chair.

Name: _____

Student ID: _____

1. Approximately how many classes/units do you take each semester? _____

2. If you have a full-time or part-time job, how many hours do you work at that job each week? _____

4. How many hours do you spend studying for Biology each week? _____

5. Describe how you study for your Biology class (Example, read notes only, make flash cards, etc).

6. Do you read the Biology textbook? _____

7. In your view, what are the reasons that prevented you from passing this Biology course the first time?

8. What are the reasons that prevented you from passing this Biology course the second time?

9. If you are allowed to register for this class a 3rd time, what changes will you make to ensure that you will be successful this time?

Note: The Biology instructors will be adding all qualified students who have not had a chance to take the class before adding a person trying to take it for the 3rd time. A student who wishes to take a class for the 3rd time must go to the class he or she is interested in adding on the first day of class and inform the instructor that you are taking the class for the 3rd time. If there is a seat available in the class and the instructor agrees to add you to his or her class, have the instructor sign the back of this sheet and return it to the Division chair. At that time the Division chair will review your petition. If you are allowed to take this class for a 3rd time, **you must make every effort to earn a satisfactory grade in the course because this is the last time you may enroll in this class at Glendale Community College.**

The instructor's signature is required on the reverse side.

Date: _____

Name: _____

Student ID# _____

The student named above wishes to take **Biology** _____ for the 3rd time.

I have agreed to add this student to my class.

Instructor: _____

The Biology Division's Third Enrollment Policy

If you wish to enroll in a Biology class for the third time you must pick up a questionnaire from the Biology Division office, SG 210A. Fill out the questionnaire and on the first day of class bring it to the class you wish to enroll. Ask the instructor if there is room in the class to enroll you. The Biology division policy for a third time enrollment in a class is that the instructor must enroll all students who have not taken the class previously before enrolling a student who wishes to take the class for a third time. If the instructor has room in the class, then the instructor will discuss the answers to the questionnaire with the student and sign the back of the questionnaire. The student will then bring the questionnaire and the Request for Third Enrollment petition to the division chair and the chair will discuss the answers to the questionnaire with the student and determine if the petition will be approved.

Notation on syllabus:

The Biology Division's Policy for Students requesting a third time enrollment in a Biology class.

If you have a previous unsatisfactory grade ("D" or "F") or a withdrawal ("W") and you are taking this course for the 2nd time, you must make every effort to pass this course this semester. It will be very difficult for you to enroll in this course for a 3rd time at GCC because the Biology Division's policy is that the instructor must enroll everyone, including those students who are not on the waiting list but show up the first day of class, before he/she may enroll a student wishing to take the course for a third time.