

Language Arts Division process for students seeking to
enroll in a class for the 3rd time

1. The student fills Part I of the Admissions and Records Request for Third Enrollment (Second Repeat) Form.
2. The student contacts the instructor for the class section they want to enroll for the 3rd time. They provide the instructor with the Admissions and Records Request for Third Enrollment (Second Repeat) Form.
3. The instructor completes and signs their section and returns the form to the student. This will allow the student to enroll in the class if open or join the waiting list.
4. If the class is full, the student will need a Permission Code. Permission Codes are not available to the instructor until the day before the class starts. Remember that instructors need to follow the order of the waiting list.
5. The student sends the document to ARDocs@glendale.edu for processing.