

Request for Third Enrollment (Second Repeat)

Summer Fall Winter Spring Year 20

Students who wish to enroll in a course in which they previously have (check one box below):

- Two substandard grades (D's, F's, NP's, or NC's)
Two withdrawals (W's)
One substandard grade and one withdrawal

Need to complete this petition and follow the guidelines described below. STUDENTS MUST OFFICIALLY ADD THE CLASS IN PERSON AT THE ADMISSIONS AND RECORDS COUNTER AFTER THE STUDENT HAS RECEIVED THE SIGNATURE OF BOTH INSTRUCTOR AND DIVISION CHAIR.

- Division requirements for signature approval will vary. Contact the appropriate Division Office (see attached list).
Student must complete the student portion of this form.
Student must complete and sign the Add form, which is on the reverse side.
If the Division Chair approves and signs, take the completed form to the Admissions and Records Counter to register for the course.

Part I (Student)

Name: Student ID #:

Course: Ticket Number:

Instructor's Name:

I realize that this is the last time I may enroll in this class at Glendale Community College, and adds will not be processed until Open Registration.

Student Signature: Date:

Part II (Instructor)

Instructor Signature: Date:

Please also sign the Add/Drop form, which is on the reverse side.

Part III (Division Chair) *Please attach student's course history to this petition*

Comments:

Division Chair signature: Date:

If the request is approved, the student will need to add the class in person at the Admissions and Records Counter during Open Registration. Student is responsible for any additional fees.

STUDENT
ID NO.

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Semester/Session

ADD/DROP FORM

Last Name

First Name

Middle Initial

Signature

Date

ADDS

Class Number	Course & No. (example: Math 101)	Permission # (get from instructor)	Instructor Signature

DROPS

Class Number	Course & No. (example: Math 101)	Units	Instructor Signature (section change only)

To ADD or DROP a class use “[MyGCC](#)”

NOTE: Submit this form to *Admissions and Records* – Sierra Vista Building – 3rd Floor ONLY if you are completing the following:

- 1- If you are changing (adding and/or dropping) sections of the same class. (*Section Change*)
- 2- If you are changing levels in the same course. (*Level Change*)
- 3- If you are enrolling in a class a *Third Time*; petition must accompany this form.
- 4- If you are returning from *Academic Dismissal*. Adds cannot be done online.
- 5- If you are a *High School Student* registering in college courses.

Be sure to check the GCC website for ADD & DROP deadlines.

(Under [Students](#) > [Admissions & Records](#) > [Session Dates and Deadlines](#))



Glendale Community College
 1500 N. Verdugo Road
 Glendale, CA 91208
www.glendale.edu

Glendale Community College

**Division requirements for signature approval will vary.
Contact the appropriate Division Office as soon as possible to
start the petition process (see list below).**

Academic Division Chairs

<u>Division</u>	<u>Name</u>	<u>Location</u>	<u>Ext/Phone</u>	<u>Email</u>
Biology	Keith Conover	SG 210	ext. 5365	kconover@glendale.edu
Business	Michael Scott	SG 150	ext. 5746	mscott@glendale.edu
English	Sarah McLemore	LB 215	ext. 5609	sarahm@glendale.edu
ESL, Credit	Glenn Gardner	SG 223	ext. 5510	ggardner@glendale.edu
Health/Physical Education	Jon Gold	VG 223	ext. 3193	jgold@glendale.edu
Health Sciences	Emelyn Judge	HS 318	ext. 5270	ejudge@glendale.edu
Language Arts	Lourdes Girardi	AD 217-A	ext. 5720	lgirardi@glendale.edu
Mathematics	Liz Russell	SG 324	ext. 5797	lrussell@glendale.edu
Physical Science	Sevada Chamras	CS 185	ext. 5630	schamras@glendale.edu
Social Science	Michael Dulay	SV 250	ext. 5466	mdulay@glendale.edu
Student Services	Troy Davis Scott	SV 378	ext. 5425	troyd@glendale.edu
Technology and Aviation	Curtis Potter	AT 106	ext. 5544	cpotter@glendale.edu
Visual and Performing Arts	Peter Green	AU 217-D	ext. 5622	pgreen@glendale.edu