

## Directions for Third Enrollment in a Biology Class

1. If you wish to enroll in a Biology class for the third time, you must complete 2 forms:
  - A. Questionnaire for Students Requesting Third Enrollment (Biology Specific Form)
  - B. Request for Third Enrollment (Second Repeat) + Add/Drop Form (GCC forms)

**You must wait until the first day of class to complete step #2.**  
*To obtain the forms, click on the links on the bottom of this page.*
2. On the first day of class, notify the instructor that you are trying to take the class for the third time. If there is room in the class after the instructor has added all the students taking the class for the first or second time, the instructor may add you. You will then need to arrange for the instructor to sign the Questionnaire and Request for Third Enrollment + Add/Drop Form. *The instructor's signature is required in 3 places.*
3. Once the forms have been completed and signed, please contact the Biology Division Chair ([kconover@glendale.edu](mailto:kconover@glendale.edu)) via email. The Division Chair will discuss the answers to the questionnaire with you and determine if the petition will be approved.