



ORANGE COAST COLLEGE
REINSTATEMENT FORM -- FALL 2024

**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 (below) has not passed for the course.
 - **16 week courses: Monday, December 2, 2024**
 - **1st, 2nd 8-week & other length courses: Please check with Faculty Services**

Form Submission: Either the student or instructor can submit this form either in-person to the Enrollment Center or, to **OCCfacultyservices@ccd.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