LOS RIOS ADMISSIONS AND RECORDS

ENROLLMENT REQUEST FORM
ADD / DROP REQUEST

YEAR 20_____

SEMESTER
☐ **Fall**
☐ **Spring**
☐ **Summer**

Student ID:_____ Name: _____

(Please Print)   **LAST**   **FIRST**   **M.I.**

A permission number or instructor signature are only required when the class is full or the last day to enroll in the class has passed.

CLASSES TO BE ADDED						FOR REINSTATE OR LATE ADDS*	
College *(e.g. ARC)*	**Class Number** (e.g. 12345)	**Course Title** *(e.g. ART 300)*	**Units** *(e.g. 3)*	**Waitlist if Full** *(Y / N)*	**Permission Number** To add if class is full	**Instructor's Printed Name**	**Instructor's Signature**

CLASSES TO BE DROPPED			
College *(e.g. ARC)*	**Class Number** (e.g. 12345)	**Course Title** *(e.g. ART 300)*	**Units** *(e.g. 3)*

☐ **DROP ALL CLASSES AT THE COLLEGE(S) BELOW**

☐ **ARC**   ☐ **CRC**   ☐ **FLC**   ☐ **SCC**

*REINSTATEMENT AND LATE ADD INSTRUCTIONS:

Instructors: By signing this form, you are certifying this student has been attending the class before the last day to enroll deadline; if the student has not been in attendance prior to the deadline, a late add petition is needed.

_____

STUDENT SIGNATURE   **DATE**

STAFF:_____ DATE:_____   rev. 3/21/2025