



**Course Repetition Request must be submitted with
Petition for Class Add Form-(page 2)**

Course Repetition Request

This form reflects Title 5 section 55040 regulation; effective summer 2012.

Last Name _____ **First Name** _____ **Middle Name** _____

_____ / _____ SAC SCC
Student ID # _____ **Phone #** _____

Course to Repeat (only one course per request):

Course Number _____ **Course Name** _____ **Term & Year** _____

**I have enrolled twice and received two (2) of the following symbols, in any combination:
Withdrawals (W) and/or substandard grade (D, F, NC, or NP).**

- I understand that this is the **third and last attempt** for this course.

I acknowledge that courses cannot be continually repeated and that this request may be denied. If denied, the denial is effective at both Santa Ana College and Santiago Canyon College.

Student Signature _____ Date _____

	TERM	GRADE
Enrollment #1:	_____	_____
Enrollment #2:	_____	_____

If you have taken this course three (3) times already, please fill out the Petition for Exception to Academic Regulation.

Admissions Office Use Only

Accepted by: _____ Date: _____

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

STUDENT I.D. 	LAST NAME	FIRST	MIDDLE INITIAL	TERM
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PETITION FOR CLASS ADD(S) PROCESSED SAC SCC CLERK'S INITIALS _____

SECTION NO.	UNITS	COURSE TITLE	INSTRUCTOR'S SIGNATURE

ADDS
OFFICE USE ONLY

SAC

STUDENT SIGNATURE _____ / DATE _____

SEE REVERSE FOR WITHDRAWAL POLICY

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

OFFICE OF ADMISSIONS AND RECORDS

POLICY ON WITHDRAWAL FROM CLASSES OF THE COLLEGE

- A STUDENT MUST DROP WITHIN THE FIRST TWO WEEKS OF INSTRUCTION FOR FALL AND SPRING SEMESTER FULL TERM CLASSES, AND BY THE FIRST DAY OF THE COURSE FOR SPRING INTERSESSION/SUMMER SESSION TO AVOID FEE CHARGES OR TO REQUEST A REFUND.
- A STUDENT WHO CANNOT CONTINUE IN A COURSE(S) HAS AN OBLIGATION TO OFFICIALLY WITHDRAW ONLINE. FAILURE TO COMPLETE AN OFFICIAL DROP MAY RESULT IN A "F" OR OTHER LETTER GRADE.
- A STUDENT WHO OFFICIALLY WITHDRAWS ONLINE THROUGH FRIDAY OF THE 12TH WEEK (FOR FULL SEMESTER COURSES) WILL RECEIVE A GRADE OF "W". A COURSE LESS THAN A SEMESTER MUST BE DROPPED BEFORE 75 PERCENT OF THE COURSE HAS EXPIRED.

KEEP ALL RECEIPTS UNTIL THE END OF THE SEMESTER.