



## Request for Course Reinstatement

(Request to re-register in a course from which the student has been dropped)

***Please NOTE that the LAST DAY to REQUEST Reinstatement will be the LAST DAY of the WITHDRAW DATE for each respective semester.***

Student Name (print): \_\_\_\_\_ TSC ID#: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Course to be reinstated (a separate form must be completed for each course):

**Course:** \_\_\_\_\_ # of Semester Credit Hrs \_\_\_\_\_

Prefix # Section

**Lab:** \_\_\_\_\_ # of Semester Credit Hrs \_\_\_\_\_

Prefix # Section

**Instructor's Name:** \_\_\_\_\_ **Semester & Year:** \_\_\_\_\_

**Reason for Reinstatement:**

**I understand I am responsible for all tuition and fees associated with this request, including a \$150 reinstatement fee (this fee would only be assessed after Official Record Date of respective semester). To complete the reinstatement process, I understand that these amounts must be paid in full, or payment arrangements made with the TSC Cashier's, the same day I submit this request to the Office of Admissions and Records. Failure to make payment or payment arrangements the same day the completed form is submitted may void the reinstatement request.**

NOTE: SIGNATURES MUST BE OBTAINED IN THE FOLLOWING ORDER:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

Dean of Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

After obtaining signatures, the respective Dean's administrative assistant will scan and email this form to [christian.torres@tsc.edu](mailto:christian.torres@tsc.edu) and [alex.salinas@tsc.edu](mailto:alex.salinas@tsc.edu) (or hand deliver it to the Office of Admissions & Records) in order to get processed. Student will then be notified to contact the Cashier Windows in Tandy Building for payment or payment arrangements.

### OFFICE OF ADMISSIONS AND RECORDS USE ONLY:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_