Central Piedmont Community College is a learning-centered college committed to student success. Research confirms that the later a student enters a class, the less chance he/she has of successfully completing the class.

For this reason, the College restricts student registration during Schedule Adjustment.

Schedule adjustment period is the first and second weekday of the term or session. Permission from the Division Director is required to enroll in any class after the schedule adjustment period up through the 10% date of the class, except in cases of College error. Permission from the Division Dean is required to enroll in any class after the 10% class census date. Documented extenuating circumstances must be presented before an exception is made.

In extenuating circumstances, permission may be granted. However, the circumstances must be explained on this permission form along with the proper validating signatures.

---

Student Name ___________________________________ ID# __________________________

Course/Section ________________________________ Term ________________________

Permission Date ____________ Permission Expiration Date & Initials ______________

_____ Permission is granted to register for a class that has already met.

One Validating Signature Required by the Division Director

_________________________ _______________________
Division Directors Name (Print) Division Director’s Signature

_____ Permission is granted to register after the 10% date of the course:

Validating Signature Required: Division Dean

Dean: Briefly describe the Extenuating Circumstance: __________________________________________

_________________________ _______________________
Dean’s Name (print) Dean’s Signature Date