

## SCHEDULE ADJUSTMENT PERMISSION TO REGISTER

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