



CCCD PETITION TO REINSTATE PRIORITY REGISTRATION

TO BE COMPLETED BY STUDENT

Name:	
Student ID:	Course of Study (Program):
Current CCCD Email:	
Phone:	Cell phone:
College for which reinstatement is being requested: Coastline Golden West Orange Coast	

REASON FOR FILING PETITION

<p>I have an extenuating circumstance—Approval is based on evidence of unavoidable extenuating circumstances beyond your control, such as a death in your family, serious accident, hospitalization, etc. To be considered, you MUST provide documentation, which may include such items as medical documents, death certificates, funeral programs, etc.</p>
<p>I provided all the necessary documentation to the Disabled Students Programs & Services (DSP&S) Office to verify my disability and educational/functional limitations but did not receive timely, reasonable accommodations.</p>
<p>I am a returning student and have significant academic and/or progress improvement since my last academic or progress probation (please attached transcripts from other colleges showing academic progress)</p>
<p>I am enrolled in a high unit Course of Study</p>

SUPPORTING DOCUMENTATION

Please explain the circumstances for which you are filing this petition:

SIGNATURE

I understand that this petition is subject to approval before I am eligible for priority registration.	
Signature:	Date:



Instructions: Students are assigned registration appointments in accordance with the Coast Community College District Board Policy #5055 and Administrative Procedure #5055. Pursuant to Title 5, Section 58108, you may submit this form for consideration if you have lost your registration priority due to not meeting necessary academic requirements. Exceptions may include one of the following:

- A documented case of an extenuating circumstance
- If you provided all the necessary documentation to verify your disability and educational/functional limitations but did not receive timely, reasonable accommodations.
- If you have significant academic and/or progress improvement since your last academic or progress probation (returning to the CCCD after attending another institution)
- Enrollment in a high unit Course of Study

You may submit one petition per semester within the Coast Community College District, and the petition decision will apply at all three colleges (CCC, GWC, OCC) for that semester.

Please note that approved petitions are valid for only one semester, and denied petitions cannot be appealed (you may petition for the next semester.)

STEPS:

1. Complete student section and attach supporting documentation. Supporting documentation must be specific and related to at least one of the categories listed above.
2. Submit your petition to the Enrollment Services/Admissions & Records Office at CCC, GWC, or OCC.
3. You will be notified via your student email once your petition has been reviewed.
4. **Please allow approximately 10 business days for processing.**



FOR OFFICE USE ONLY	
Form Received:	Documents attached:
Received by:	Noted in SGASTDN
Approved	Denied
Approved by:	
Signature:	Date:
Signature:	Date:
Signature:	Date:
ENROLLMENT CENTER/ADMISSIONS & RECORDS PROCESSING	
Updated in SGASTDN	If approved , appointment reinstated on SFARGRP
Student notification date:	Processed by:
Notes/rationale:	
FOR DSPS OFFICE USE ONLY	
Student applied for services and received timely, reasonable accommodations.	
Student has not applied for services.	
Student applied for services, but did not submit the necessary documentation to verify disability and educational/functional limitations for accommodations.	
Student applied for services and submitted the necessary documentation, but did not receive timely, reasonable accommodations.	
Name of DSPS Personnel:	
Signature :	Date: