

** Point of Reference (A):

The black arrow denotes seamless enrollment process. The blue arrows add steps to the completion of the form

COURSE REPETITION DUE TO WITHDRAWAL OR SUBSTANDARD GRADE DIAGRAM

**Point of Reference (B):

Students who have enrolled and received a grade of W, D, F, or NP up to the allowed number of times (3 maximum) within the Peralta District will not be allowed to enroll for the course and MUST take the course outside of PCCD [Title 5, sections 55243 and 58509]

STEP 1:

The **student** obtains the Course Repetition Due to Withdrawal or Substandard Grade from the Merritt College Admissions & Records Office

STEP 2:

The **student** completes, signs and submits the Course Repetition Due to Withdrawal or Substandard Grade form to Merritt College Admissions & Records Office for processing

**All course information must be included on the form prior to submitting to the Merritt College Admissions & Records Office

STEP 4A:

The student contacts the instructor to request a permission number

STEP 4:

The Admissions & Records Office will enroll the student if space allows. If at capacity, the student will be notified that they have been added to the waitlist. Admissions & Records provides next step instructions for completing the enrollment process, and files the form

STEP 3A:

If the student has not surpassed the 3 allowed attempts, Admissions & Records will enroll the student for the course. Continue to Step 4

STEP 3B:

If the **student** has enrolled and received a grade up to the maximum allowed number of times (3), Admissions and Records will **NOT** enroll the student for the course. *The student must take the course outside of PCCD*.

**SAS students must complete the Course Repetition for Educational Assistance Classes for Students with Disabilities form if they have met the allowed maximum repeats. <u>Process ends</u>.

STEP 3:

The Merritt College **Admissions & Records** Office reviews the student's academic record to verify the number of times the student has enrolled and attempted the course

STEP 4B:

The **instructor** provides the student with a permission number \underline{if} they are accepted into the course.

**Enrollment from the waitlist is instructor driven. Not all students from the waitlist receive a permission number and will not be enrolled

STEP 4C:

The **student** provides the permission number to the Admissions & Records Office to complete their enrollment. Once enrolled, the student is notified

STEP 5:

The Admissions & Records Specialist reviews the student's academic record once grades for the term have posted. The Specialist will complete all necessary transcript updates at the end of the semester

STEP 6:

The Admissions & Records Specialist notifies the student once the transcript notations have been completed and files the Course Repetition Due to Withdrawal or Substandard Grade request/s for archiving

The Course Repetition Due to Withdrawal or Substandard Grade is available through the Merritt College Admissions and Records Office ONLY. https://www.merritt.edu/admissions/wp-content/uploads/sites/5/2021/12/Course-Repetition-Due-to-Substandard-Grade-01-12-20180-Final.pdf

- ** This request is not available on the Peralta Admissions and Records webpage
- **Students can enroll in a specific course a maximum of three times [Title 5, sections 55243 and 58509]

The student can review their class schedule to verify enrollment by logging in to their Student Campus Solutions page

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