**CCCOnline Re-Enrollment Process**

1. Students might get dropped for non-payment from a CCCOnline course by their home college or mistakenly drop the course after the last day to add and want to be reenrolled.
2. Student submits our online [Re-Enrollment form](https://at.ccconline.org/students/loginStart.php?op=%2Fstudents%2FRe-Enrollment%2Findex.php) to Student Affairs (*this may become the Academic Operations Mgr.*):

Student’s Name:

User ID: S#

User Home College:

Student’s Email: xxxx@student.cccs.edu

Course(s):

MAT121 (MAT121C00)

**PRE-CENSUS (Last Day to Drop):**

Student Affairs will check the course in D2L to see if the student has accessed the course within 7 days of the submitted request.

**NO.…**.Student Affairs representative will send an email to the student and copy their home college DENYING the request.

**YES…**.Student Affairs representative will reenroll the student in the course at their home college; and send an email notice to the student and copy the instructor.

**POST-CENSUS:**

Student Affairs will forward the request to the appropriate instructor, (*CC: dept. chair & associate dean*) requesting permission to reenroll the student. (sample C)

If instructor **APPROVES** request: If instructor **DENIES** request:

Instructor will send decision to the student’s email and “BCC” [studentsuccess@cccs.edu](mailto:studentsuccess@cccs.edu) and dept. chair. (*sample B*)

Instructor should “***REPLY ALL***” to the email confirming their decision to approve. (sample A)

S.A. will forward the instructor’s approval to the student’s home college requesting they reenroll the student.

CC: Student & Instructor’s CCCS email and chair.

If college approves and re-enrolls the student, SA emails student and copies instructor and department chair.

If college denies, SA emails student and copies instructor and dept. chair.

**CCCOnline Re-Enrollment Process**

***SAMPLE*** *Language for email notices:*

*Please remember that all email communications with students must be done through the student’s, college-assigned, email account. This address is listed on the “Reenrollment Request Form”. Dawson Community College students (students with a student ID beginning “D”) do not have a college assigned email address, use the email listed on the form.*

*Do NOT use D2L’s internal messaging when communicating with students requesting reenrollment.*

***SAMPLE A – from instructor to student upon approval:***

This is a sample of an approval email. Be sure to forward the original appeal/request form as shown below.

-----Original Message-----  
From: Anne.Instructor@cccs.edu  
Sent: Monday, September 09, 2019 10:13 AM  
To: [jdoe21@student.cccs.edu](mailto:jdoe21@student.cccs.edu); [Department.Chair@cccs.edu](mailto:Department.Chair@cccs.edu); [studentsuccess@cccs.edu](mailto:studentsuccess@cccs.edu)   
Subject: Re-Enrollment Form 202020 SXXXXXXXX

Hello John Doe,

After reviewing your course activity, I approve your reenrollment request. The final step is for your home college Registrar’s office to authorize reenrollment and to re-enroll you in the course.

My approval of your request has been forwarded to your home college for their authorization. Please monitor this student email account for status updates.

Sincerely,

<Your Name>

-----Original Message-----  
From: [studentservices@ccconline.org](mailto:studentservices@ccconline.org) <[studentservices@ccconline.org](mailto:studentservices@ccconline.org)>   
Sent: Friday, September 06, 2019 5:33 PM  
To: Re-Enrollment <[re-enrollment@ccconline.org](mailto:re-enrollment@ccconline.org)>  
Subject: Re-Enrollment Form 202020 SXXXXXXXX

Student: John Doe

User ID: SXXXXXXXX

User HC: CCD

User Email: [jdoe21@student.cccs.edu](mailto:jdoe21@student.cccs.edu)

Course(s):

COM115 (COM115C03)

***SAMPLE B – from instructor to student –denial:***

This is a sample of a denial email. Be sure to forward the original appeal/request form as shown below.

-----Original Message-----  
From: Anne.Instructor@cccs.edu  
Sent: Monday, September 09, 2019 10:13 AM  
To: [jdoe21@student.cccs.edu](mailto:jdoe21@student.cccs.edu); [Department.Chair@cccs.edu](mailto:Department.Chair@cccs.edu);   
Subject: Re-Enrollment Form 202020 SXXXXXXXX

Hello John Doe,

I regret to inform you that I cannot honor your request for reenrollment in my course. I reported you as a non-participating student since you did not complete the required academic assignments as indicated in the course schedule. Simply logging into or accessing an online course does not qualify as participation.

Since you were reported as a non-participating student and dropped by your home college, you will not be allowed to re-enroll, per the CCCOnline Re-Enrollment Policy: <https://www.ccconline.org/attendance-policies/>.

Please review the CCCOnline Course Listing to see when this course will be offered in the future: <https://www.ccconline.org/courses/>.

Sincerely,

<Your Name>

-----Original Message-----  
From: [studentservices@ccconline.org](mailto:studentservices@ccconline.org) <[studentservices@ccconline.org](mailto:studentservices@ccconline.org)>   
Sent: Friday, September 06, 2019 5:33 PM  
To: Re-Enrollment <[re-enrollment@ccconline.org](mailto:re-enrollment@ccconline.org)>  
Subject: Re-Enrollment Form 202020 SXXXXXXXX

Student: John Doe

User ID: SXXXXXXXX

User HC: CCD

User Email: [jdoe21@student.cccs.edu](mailto:jdoe21@student.cccs.edu)

Course(s):

COM115 (COM115C03)

**CCCOnline Re-Enrollment Process**

***SAMPLE*** *Reenrollment request form:*

***SAMPLE C – Reenrollment Form:***

This is a sample of the appeal/request email that CCCOnline Student Affairs will forward to you. You will forward this email with your response to the student’s email address on the form below, and copy your Department Chair and [studentsuccess@cccs.edu](mailto:studentsuccess@cccs.edu).

-----Original Message-----  
From: [studentservices@ccconline.org](mailto:studentservices@ccconline.org) <[studentservices@ccconline.org](mailto:studentservices@ccconline.org)>   
Sent: Friday, September 06, 2019 5:33 PM  
To: Re-Enrollment <[re-enrollment@ccconline.org](mailto:re-enrollment@ccconline.org)>  
Subject: Re-Enrollment Form 202020 SXXXXXXXX

Student: John Doe

User ID: SXXXXXXXX

User HC: CCD

User Email: [jdoe21@student.cccs.edu](mailto:jdoe21@student.cccs.edu)

Course(s):

COM115 (COM115C03)