



REINSTATEMENT FOR NON-ATTENDANCE AUTHORIZATION

Use this form if you have been removed from courses for non-attendance and are requesting to be reinstated.

Students are responsible for directly obtaining the required instructor signature(s) and returning this form to the Registrar's Office in College Hall (or by email to registrar@zanestate.edu).

Name: _____ Student ID: _____
Last First

Select Term: **Fall** **Spring** **Summer** Full Semester 1st Term 2nd Term Year: _____

Program of Study: _____

COURSE INSTRUCTOR:

By signing this document, you are authorizing the Registrar's Office to re-enroll this student into a course that had been dropped for non-attendance per the instructor's attendance verification report.

AUTHORIZATION FOR RE-ENROLLMENT INTO NON-ATTENDED COURSE(S)

| Course ID | Course Section | Credit Hours | Instructor Signature |
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STUDENT:

By completing and submitting this form to the Registrar's Office, you are acknowledging that you request to be re-enrolled into courses that had been removed due to your non-attendance. This action will create a tuition and/or fee charge to your student account that must be paid immediately.

Student Signature (**required**)

Date

OFFICE USE ONLY: hours before: _____ hours after: _____ processed by: _____ date: _____