



# 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 1<sup>st</sup> Term 2<sup>nd</sup> 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

### 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: \_\_\_\_\_