

JCC Re-registration Form For Administrative Withdrawals

Jamestown Community College complies with the federal student aid regulation to confirm students' participation in their registered courses by requiring that attendance rosters be submitted for each course by the assigned faculty member. Each course roster reflects the faculty's recognition of a student's satisfactory/regular attendance during the first three weeks of classes. If your instructors report that you are not attending/participating in class (es) on the census attendance roster, you are administratively withdrawn from the class by the college.

- You are not eligible to receive financial aid for courses from which you have been administratively withdrawn.
- If you have been attending a class from which you have been administratively withdrawn, you may reinstate your active registration status by having this form completed and signed by your class instructor(s), and submitting it to your campus records office listed below*. Please allow 7-14 days from the date you submit this form for any adjustment to your financial aid on your student account.
- The Registrar's Office will accept an email from the instructor in place of a completed re-registration form. If you are seeking reinstatement, you may contact your instructor and request that they notify the college registrar's office by [email](#) of your active status for re-registration
- If your enrollment plans have changed, and you do not intend to complete courses from which you have been administratively withdrawn, you do NOT need to take further action. These classes will be listed on your transcript as an administrative withdrawal (X grade) and will not be included in the evaluation of satisfactory academic progress.

Counselors at our Jamestown and Cattaraugus County Campus' and North County counseling centers are available to discuss your JCC degree requirements with you and the impact of this change to your career and/or transfer goals. Any late starting classes you may enroll in to replace those from which you have been administratively withdrawn are not eligible for financial aid this semester.

Please note that you are financially responsible for courses from which you are administratively withdrawn. You may access your secure BANNER student account by logging onto <http://myjcc.sunyjcc.edu>. Contact the college business office to make payment arrangements for any outstanding amount due on your student account.

Student Name

Student ID (J Number)

Semester

Course Name

CRN-Course Reference Number

The student named above has been administratively withdrawn from class with the college course census roster. Although absent from class as submitted on that roster, this student is considered a participating and legitimate class member. Please re-register this student in the class listed above for academic and financial aid eligibility purposes.

Instructor's Signature

Date Signed

***Student must return this completed form to:
Jamestown campus: Office of the Registrar, COCE
Cattaraugus County Campus: Counseling & Career Development Center
North County Center: Main Office**