



Registrar

REINSTATEMENT OF COURSES APPLICATION

Students must obtain a faculty member's signature for each class in order to be considered for course reinstatement. If the reinstatement generates a balance due from the student, the full outstanding balance must be paid by the close of business on the same day the course(s) are reinstated. Students who have pending financial aid awards must pay the full outstanding balance the same day the courses are reinstated. This application may not be honored after the 'returned by' date. This form is due by the end of the fourth week of the semester.

Please submit this form to reinstatementcourses@jjay.cuny.edu

To be completed by Student

First Name: _____ Last Name: _____

EMPLID: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (home): _____ Telephone (mobile): _____

A faculty member's signature is required for the student to be considered for reinstatement into a course. By signing, the faculty member is indicating that the above-named student has been in attendance since the beginning of the semester.

Course Code (e.g., 11223)	Course (e.g., SOC 101)	Section (e.g., 01)	Faculty Name	Faculty Signature	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

After being reinstated, I understand that I am expected to pay any money that is owed to the College on the same day that my courses are reinstated. If I fail to pay my balance by the close of business, all of my courses will be dropped and I will no longer be eligible for reinstatement.

Student Signature: _____ Date: _____

Enrollment Management Staff Signature: _____ Date: _____