



# Registration Change Form

Enrollment Services Department

Phone: (951) 465-7887

e-Document Submission: <https://msjc.edu/hub/>

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## Instructions: Registration Change form is for course Reinstates, Late Adds and Section Changes.

1. Complete the Student Information portion.
2. Complete portion "A" of this form, if requesting:
  - **Reinstate** – Requesting to be reinstated (re-registered) into a course, previously registered into but dropped in error by student or instructor.
  - **Late Add** – Requesting to add a course after course Add Authorizations has expired or if course was dropped due to non-payment. Please refer to the Important Dates for the term <https://www.msjc.edu/scheduleofclasses/>Complete portion "B" of this form, if requesting:
  - **Section Change** – Requesting to change from one section to another within the same term.
  - **Level Change** – Requesting to change to a lower level course of the same subject (ie: Math-110 to Math-105). Changing to a higher level course of the same subject, also requires the submission of a Prerequisite/Corequisite Challenge form.
3. Students are responsible for obtaining instructors signatures before submitting for processing.
4. Submit the fully signed and completed form online to the Enrollment Services Student e-Document submission HUB at: <https://msjc.edu/hub/>
5. After review by Enrollment Services, if approved, the student's record will be updated to reflect the changes. If denied, the student will be contacted.
6. Students are responsible for any fees incurred by these changes. Payment is due the same day the changes are made to the student's record.
7. Students can check their Self-Service account for Registration Change form status and fees owed.



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- FALL 20\_\_
- SPRING 20\_\_
- SUMMER 20\_\_

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

## A: REINSTATE/LATE ADD

Course ID # (ENGL-101)	Section # (4-digits)	Instructor Name

### Instructor Approval:

First date student began attending/participating in class: *(MUST be prior to census)* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

\_\_\_\_\_  
Instructor Signature (Required)\*

\_\_\_\_\_  
Date

## B: SECTION/LEVEL CHANGE

**DROP**

Course ID # (ENGL-101)	Section # (4-digits)
Instructor Name	

\_\_\_\_\_  
Instructor Signature (Required)\*

\_\_\_\_\_  
Date

**ADD**

Course ID # (ENGL-101)	Section # (4-digits)
Instructor Name	

\_\_\_\_\_  
Instructor Signature (Required)\*

\_\_\_\_\_  
Date

**\*Instructor Signature (Required): You may attach an email approval from the instructor in lieu of their signature.**

*I acknowledge I am responsible for any and all charges incurred by the above changes to my student record.*

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date