

LOS MEDANOS COLLEGE

Cooperative Work Experience Education (CWEE)



Dynamic Form Instructions - For Students

Request to Increase Units (for a CWEE course)

Step 1: Click on the Admission & Records link (See below):

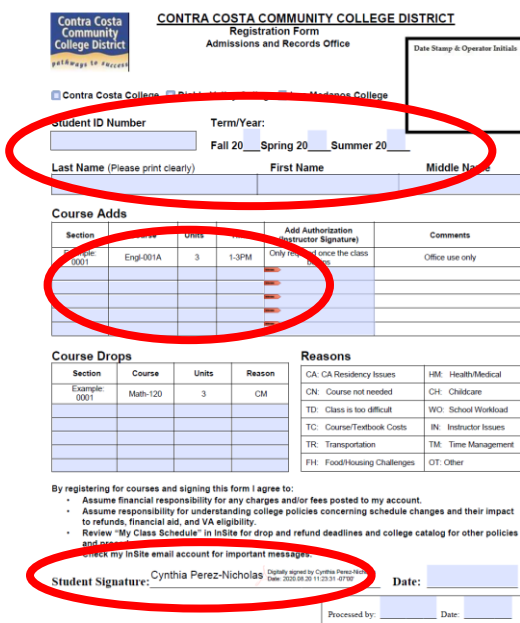
<https://www.losmedanos.edu/admissions/forms.aspx>

Step 2: Scroll to bottom of page and click on – “Registration Form”

- Petition for Academic Renewal 
- Petition for Pass/No Pass
- Registration Appointment and BOG App
- Registration Form  ←
- Residency Reclassification Request
- Request for Transcript Evaluation
- Special Admit Enrollment Form

Step 3: Save the “Registration Form” PDF to your computer desktop

Step 4: Open form and fill out, include your name, term, student ID. Under “Course Adds” fill in Section Number, Course, Units (you choose to increase to), and electronically sign



CONTRA COSTA COMMUNITY COLLEGE DISTRICT
Registration Form
Admissions and Records Office

Contra Costa College, Contra Costa Community College District, Los Medanos College

Student ID Number: [] Term/Year: Fall 20__ Spring 20__ Summer 20__

Last Name (Please print clearly): [] First Name: [] Middle Name: []

Section	Course	Units	Time	Add Authorization (Instructor Signature)	Comments
Example: 0001	Engl-001A	3	1-3PM	Only request once the class	Office use only

Section	Course	Units	Reason
Example: 0001	Math-120	3	CM

Reasons	Reasons
CA: CA Residency Issues	HM: Health/Medical
CN: Course not needed	CH: Childcare
TD: Class is too difficult	WD: School Workload
TC: Course/Textbook Costs	IN: Instructor Issues
TR: Transportation	TM: Time Management
FH: Food/Housing Challenges	OT: Other

By registering for courses and signing this form I agree to:

- Assume financial responsibility for any charges and/or fees posted to my account.
- Assume responsibility for understanding college policies concerning schedule changes and their impact to refunds, financial aid, and VA eligibility.
- Review “My Class Schedule” in InSite for drop and refund deadlines and college catalog for other policies and procedures.

Check my InSite email account for important messages.

Student Signature: Cynthia Perez-Nicholas Date: []

Processed by: [] Date: []

Step 5: Once form is filled out, “SAVE AS” to your computer desktop

Step 6: Next, submit the form through the secure “Document Uploader” on InSite (see link below):

<https://nextgensso.com/sp/startSSO.ping?PartnerIdpid=https://pg.4cd.edu/sso&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/0ba5e979-5e91-456b-99d0-a49491f2eee2>

Step 7: Complete the “Document Uploader” form, upload your completed “Registration Form”, and be sure to note under “**Brief reason for submitting documentation**” Request to Increase (or Decrease) Units to X Units” and click Next.



Los Medanos College
Document Uploader

BE COMPLETED BY THE STUDENT

This form is used to submit documents to the LMC Admissions & Records Office. Please select the type of document

Student ID Number:	<input type="text" value="1674742"/>	Student Last Name:	<input type="text" value="Perez-Nicholas"/>	Student First Name:	<input type="text" value="Cynthia"/>
Document Type:	<input type="text" value="-- Choose --"/>		<input type="button" value="Choose File"/> No file chosen		
			<i>Files over 25 MB will not be accepted</i>		
Brief reason for submitting documentation:	<input type="text" value="Request to increase to 4 units"/>				

NOTE: Please contact Admissions & Records if you have questions at admissions@losmedanos.edu or (925) 473-7500