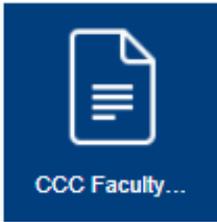


Instructions for Completing the Instructor Reinstatement Form

Participants: Instructor > Student > Admissions



- 1.) The first step is to login to InSite and click on the CCC Faculty Forms tile.
- 2.) Next, select the form titled **Instructor Reinstatement Form**



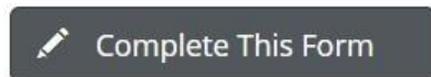
Instructor Reinstatement Form

You will be greeted with the following Welcome Page. Once the form is submitted you can come back to this screen to view any **Pending/Draft Forms**, and your **Forms History**.

Welcome to Dynamic Forms

Let's get started, Michael.

The Instructor Reinstatement Form needs to be completed.



You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

- 3.) Click on "Complete This Form" to be directed to the form. Reinstatements may only be processed for the current term.

4.) Your information will auto populate and you will be able to choose the **Section** and **Student ID** from the available dropdown lists.



CONTRA COSTA COMMUNITY COLLEGE DISTRICT
Instructor Reinstatement Form

This form is to be used when you have dropped a student from your course and wish to reinstate them. The student **MUST** have been enrolled in the course for us to reinstate them.

To be completed by the instructor:

Instructor First Name:	* Michael	Instructor Last Name:	* Simpson	Faculty ID:	* 1198568
Section:	* -- Please Select --	Email:	msimpson568@email.4cd.edu		
Student ID:	-- Please Select --	Email:			
First Name:		Last Name:			

5.) The students **email** and **name** will auto populate below.

Please check this box to confirm that the student entered is correct and that your course information matches. *

* (click to sign)

Signature _____ Date _____

6.) You will then check the box next to the text confirming that this is the correct student you wish to reinstate. Sign the form and click submit at the bottom of the form. You will receive a confirmation email.

The next section is to be completed by the student and then by admissions. The student will receive a link in an email from forms@contracosta.edu. Once the student clicks the link they will be taken to the same welcome page at the beginning of this document. The student will also login with their InSite credentials.

7.) The student will be prompted to check one of the radio buttons to confirm that they would like to be reinstated.

To be completed by the student:

Please select whether or not you wish to be reinstated to the course listed above:

* Yes
 No

M. Simpson 09.08.2020

Once the student makes their selection and clicks submit they will receive a confirmation email to their InSite email account.

The form will then move on to admissions for reinstatement.