

**DOCUMENT IMAGING SYSTEM  
ENROLLMENT SERVICES**

**CORRESPONDENCE**

Refund Letters  
Verification of Enrollment  
Letter of Good Standing  
Insurance Verifications  
Suspension Letter  
Reinstatement Letter  
"Return Mail" Notation  
Miscellaneous

**GRADES**

Grade Change  
Incomplete Removal  
Requirements to Remove Incomplete  
Retake Request  
Expunge Grade Request  
Pass/Fail Option  
Course Challenge  
Academic Standards-Grades

**TRANSCRIPTS**

High School Transcripts  
College Transcripts  
Foreign Transcripts  
Completed Transcript Evaluations  
Transcript Request Form  
Tech Prep  
SAT Scores

**GRADUATION**

Application for Associate in Arts  
Application for Associate in Arts and Science  
Application for Associate in Applied Science  
Application for Associate in Sciences  
Application for Associate in Applied Science Transfer  
High School Completion Application  
High School Diploma Application  
Certificate Applications  
Faculty Course Waiver Forms  
Academic Standards-Requirements

**ADMISSION**

Paper Application  
Online Application  
Name Change  
Residency Questionnaire

**REGISTRATION**

Exit Form  
Instructor Withdrawal Form  
High School Permission Form  
State Employee Waiver

**LEGAL**

Subpoenas  
FERPA Blocks  
Letters of Permission