

Patrick Henry Community College

Financial Aid Office

P.O. Box 5311 Martinsville, VA 24115

1-800-232-7997 TDD (276) 656-0296 www.ph.cc.va.us

MEMORANDUM

TO: Counselors/Advisors
FROM: *Trade Act Specialist*
DATE: 2007-2008
SUBJECT: TRA CREDIT EXPLANATION

Trade Act students (TRA) must enroll for at least 12 credit hours each semester. In order to accommodate those students who are not able to enroll full-time, please complete the bottom portion of this memo and return it to me as soon as possible.

Semester/Year

_____ 12 credits cannot be taken because the classes are not offered.

_____ A conflict in the time the classes are offered exists.

_____ Class was cancelled.

_____ Other special circumstances.

Explain:

Advisor's Signature

Student's Signature

Date

Student's Social Security Number