

Late Add Petition

Late Add Petition Process – The campus, departments and faculty receive credits only for official enrollments completed by each semester census date. Only cases which can document a “technical error” on the part of the University, beyond the control of the student, will be considered after these dates. In addition, students must have been “eligible to enroll” by the census date to be considered. This includes, but not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Students must be aware that expectations are completely at the discretion of the College and the University, (either may deny the student’s petition) and that the definition of “eligible to enroll” will become narrower as the semester progresses. Students will be notified in writing as to the results of their petition within two weeks of receipt.

Campus I.D. #: _____

Name: _____

SSN (NEW Students Only): _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

Telephone: _____

Course: _____

Department: _____

Course #: _____

Class #: _____

Section #: _____

Units: _____

Term: _____

Explanation: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____

College Dean Signature: _____

Date: _____

CCPE USE ONLY

Disqualified

Discontinued

Approved

Denied

Open University

Credit/Self Support Course

Signature: _____

Date: _____