



PETITION FOR LATE REGISTRATION

GENERAL INFORMATION: Pierce College must follow State guidelines related to course enrollment. In compliance with these guidelines, we are required to document the reasons a student may add certain classes after the published registration deadlines.

Note: Receipt/completion of this form does not guarantee that the petition will be approved.

IF PETITION IS APPROVED: A non-refundable **late registration fee of \$40.00 per class** will be charged and **tuition and/or fees are due immediately**. If you fail to pay these debts they may be referred to an outside collection agency. You will be responsible for all collection costs and legal fees allowable by Washington State Law.

INSTRUCTIONS TO STUDENT: It is your responsibility to:

1. Complete a Registration or Schedule Change Form and Section I of the petition in detail.
2. Have the appropriate instructor and division chair complete Sections II and III of the petition.
3. Return completed forms to the Registration Office.

You will be notified of the decision within a minimum of five business days. If you did not provide a detailed explanation of your circumstances, you may be required to meet with the Registrar/designee prior to a decision being made.

Section I: To be completed by the STUDENT

Name: _____ Student Identification Number: ____ / ____ / ____

Quarter/Year: _____ Course Item #: _____ Course Title & #: _____

Explain the reason for your late registration and describe why this exception should be approved: (use reverse side if needed)

Student Signature: _____ Date: _____

Section II: To be completed by the INSTRUCTOR

My signature below **supports** this petition for late enrollment in my class. **FIRST DAY OF ATTENDANCE:** _____

Comments:

Instructor Signature: _____ Date: _____

Note to Instructor: Please discuss this form with your Division Chair, prior to signing, if you have questions about this process.

Section III: To be completed by the DIVISION CHAIR

My signature below **supports** this petition for late enrollment in this class.

Division Chair Signature: _____ Date: _____

FOR REGISTRATION OFFICE USE ONLY: ____ Approved ____ Denied Comments:

Registrar (or designee) Signature/Date: _____

Checklist: Late Fee ____ Back Date ____ SM4015 ____ Qtrly Late List ____