



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 (see quarterly bulletin for current registration dates). **Note: Receipt/completion of this form does not guarantee that the petition will be approved.**

Late Registration Fee: If petition is approved, a late registration fee of \$40.00 per class will be charged.

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 three business days of submitting your paperwork. 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. Tuition and/or fees are due immediately if the petition is approved.

(Section I: To be completed by the STUDENT)

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

Quarter/Year: _____ **Course Item #:** _____ **Course Department & #:** _____

Explain the reason, in detail, for your late registration and describe why this exception should be approved: (use reverse side if needed--you may be required to meet with the Registrar if you do not provide detailed information to support your request).

Student Signature: _____ **Date:** _____

(Section II: To be completed by the INSTRUCTOR)

Based on the student's statement, I **do** / **do not** (circle one) **support** this petition for late enrollment in my class.

If you support the student's petition, **PLEASE INDICATE THE FIRST DAY HE/SHE ATTENDED YOUR CLASS:** _____

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)

I **do** / **do not** (circle one) **support** the petition for late enrollment in this class.

Division Chair Signature: _____ **Date:** _____

FOR REGISTRATION OFFICE USE ONLY: ___ Approved ___ Denied **Comments:**

Registrar (or designee) Signature/Date: _____

