PETITION FOR LATE REGISTRATION

Pierce College must follow State guidelines related to course enrollment. In compliance with these guidelines, we must document the reason a student adds classes after the published registration deadlines. See quarterly eSchedule for registration dates.

Instructions to Student:
- Ensure all three sections below are completed.
- Submit completed petition and a registration or schedule change form to the Registration Office.

Tuition and fees:
- **Tuition and fees must be paid within 1 business day if your petition is approved.**

Submission of this form does not guarantee that the petition will be approved. You will be notified of the decision within five business days. Incomplete petitions will be denied.

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1. STUDENT

Name: _____ Student Identification Number: ___ ___ ___ / ___ ___ / ___ ___ ___ ___

Term/Year: _____ Class Item #: _____ Course Department & #: _____

Explain the reason, in detail, for your late registration <u>and</u> describe why this exception should be approved. Continue on reverse if additional space is needed.

Student Signature:_____ **Date:** _____

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2. INSTRUCTOR

I request that the above named student be considered for late enrollment. There will be minimal impact to others in the class.

FIRST DAY STUDENT ATTENDED (DO NOT LEAVE BLANK): _____

Please provide justification for enrollment beyond the normal registration timeline:

Instructor Signature: _____ **Date:** _____
Please discuss this form with your Division Dean, prior to signing if you have questions or concerns.

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3. DIVISION DEAN   _____Approved _____Denied

Comments:

Division Dean Signature: _____ **Date:** _____

FOR REGISTRATION USE ONLY: _____Approved _____Denied

Back Date __Y___N__ SM4015 _____ Qtrly Late List _____ Fee _____ Payment _____

Registrar Signature: _____ **Date:** _____

PIERCE COLLEGE
possibilities. realized.

Revised June 2021