

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.

1. STUDENT

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

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

Briefly explain your request for late registration.

Student Signature: _____ Date: _____

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.

3. DIVISION DEAN _____ Approved _____ Denied

Comments:

Division Dean Signature: _____ Date: _____

FOR REGISTRATION USE ONLY: _____ Approved _____ Denied

Back Date Y N

Registrar Signature: _____ Date: _____