

# 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:

- If petition is approved, a non-refundable late registration fee of **\$40.00** per class will be charged.
- **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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Quarter/Year: \_\_\_\_\_ Class Item #: \_\_\_\_\_ Course Department & #: \_\_\_\_\_

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

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 SM4015 \_\_\_\_\_ Qtrly Late List \_\_\_\_\_ Fee \_\_\_\_\_ Payment \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_