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: __________________________