



PETITION for LATE ENROLLMENT

The Petition for Late Enrollment provides students an opportunity to submit their request to be enrolled in a course after the registration period has ended. The college's published deadline dates are mandated by the State of California and are not arbitrarily set by the college. **Consideration of exceptions to policies is, therefore, a very serious matter.** Exceptions will only be granted when extenuating circumstances (e.g. accident, illness, or death in the family) beyond the control of the student prevented adherence to the published deadline dates. Financial difficulties or not being aware of the deadline are **not** acceptable reasons for seeking an exception. **Petitions for Late Enrollment will not be approved for students who did not attend the course prior to the census date for the course.**

Student Name _____ ID #: _____

Semester: ☐ Fall ☐ Spring ☐ Summer Year _____ Phone # _____

Course Title & Name _____ CRN: _____ Units _____

Student Justification:

I understand that all fees for this class must be paid immediately.

☐ Concurrently enrolled K-12 students must attach a copy of their Recommendation for Special Admissions Form showing approval from their school counselor to take this class; a blank form is not acceptable.

Student Signature _____ Date _____

Instructor Rationale: _____

Add Deadline: _____

First Date of Attendance: _____ FINAL GRADE (if applicable) _____

Census Date: _____ POSITIVE ATTENDANCE HOURS (if applicable) _____

Instructor Signature

Date

☐ Verified Accuracy of CRN & Course Info

Division Dean Signature

Date

☐ Approve

☐ Disapprove

VP of Academic Affairs &
Student Learning Signature

Date

☐ Approve

☐ Disapprove

-----FOR OFFICE USE ONLY -----

Date Processed by Records Office _____ Processed by _____