

PETITION TO REGISTER/RE-REGISTER AFTER THE 5TH DAY OF THE QUARTER

District policy states students may petition for a late registration based on documentation demonstrating extenuating circumstances. Late registration petitions will only be considered for those students who attended classes prior to the 5th day of the quarter (4th day for summer). Tuition and late fees (\$10.50 per credit) are due immediately following registration. **NOTE: Tuition will NOT BE paid by Financial Aid for classes added after the Financial Aid census date.**

NAME: _____ **SID#:** _____

EMAIL ADDRESS: _____ **PHONE #:** _____

QUARTER: _____ **YEAR:** _____

COURSES:

ITEM # _____ COURSE ID AND # _____ SECTION#: _____ CREDITS _____

ITEM # _____ COURSE ID AND # _____ SECTION#: _____ CREDITS _____

ITEM # _____ COURSE ID AND # _____ SECTION#: _____ CREDITS _____

CHECK REASON FOR LATE PAYMENT:

- Unable to pay at time of registration
- Unaware of tuition due date
- Unaware that payment could be submitted online
- Unaware of payment plan option
- Other, please explain _____

Student Signature **Date** **Received Date/Staff Initials**

FACULTY SECTION (More space for additional courses on reverse side)

INSTRUCTOR NAME: _____ COURSE: _____
Please provide date of enrollment and your signature.

STUDENT HAS ATTENDED MY CLASS SINCE ____/____/____ (DATE REQUIRED TO ADD BEYOND QTR START DATE)

Faculty Signature Date

STUDENT FINANCIAL AID SECTION

I understand that classes registered for after the Financial Aid census date will not be eligible for financial aid.

Student Signature Date

REGISTRAR SECTION

Comments: _____

APPROVED DENIED DO NOT BACK DATE BACK DATE TO: _____

Enrollment Services Staff Signature Date

Additional Faculty Space, if needed

FACULTY SECTION	
INSTRUCTOR NAME: _____ COURSE: _____	
Please provide date of enrollment and your signature.	
STUDENT HAS ATTENDED MY CLASS SINCE ____/____/____ (DATE REQUIRED TO ADD BEYOND QTR START DATE)	
_____	_____
Faculty Signature	Date

FACULTY SECTION	
INSTRUCTOR NAME: _____ COURSE: _____	
Please provide date of enrollment and your signature.	
STUDENT HAS ATTENDED MY CLASS SINCE ____/____/____ (DATE REQUIRED TO ADD BEYOND QTR START DATE)	
_____	_____
Faculty Signature	Date