



California State University SAN MARCOS

Office of the Registrar California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
Tel: 760.750.4814 Fax: 760.750.3700 www.csusm.edu/enroll/ registrar@csusm.edu

Late Enrollment Petition

Part I: STUDENT INFORMATION

Last Name, First Name Middle Initial

CSUSM Student ID

CSUSM Email

Daytime Phone Number

Part II: COURSE INFORMATION:

Term: Fall 20__ Spring 20__ Summer 20__ Open University

Course Subject & Number (e.g., Math 051)	Class Number (5 digit #)	Grade Type	Units	Faculty Signature/Date
		<input type="checkbox"/> Regular <input type="checkbox"/> CR/NC		
		<input type="checkbox"/> Regular <input type="checkbox"/> CR/NC		
		<input type="checkbox"/> Regular <input type="checkbox"/> CR/NC		
		<input type="checkbox"/> Regular <input type="checkbox"/> CR/NC		

Note: Faculty approval signifies authorization to override course requisites, unit max load, and time conflicts.

I am requesting approval to enroll late for the course(s) specified above; by virtue of my petition, I understand that a late fee may be assessed. Reason for late enrollment (if needed, attach additional supporting documentation):

I have read, understand and agree to the Late Enrollment Petition process.

Student Signature: _____

Date: _____

Part III: APPROVALS – Required beginning the 4th week of the term.

College Dean or Designee: Action: Approved Denied

Approval signifies authorization to override course requisites, unit max load, and time conflicts.

(Print Name) _____ Title: _____

(Signature) _____ Date: _____

Distribution: Copies to Academic Department and Student; Original to Registration & Records/Student File

Late Enrollment Petition

Late Enrollment Petition Process

1. **Beginning the third week through Census day** (*see Registration Calendar for Census date*), complete the Late Enrollment Petition form and secure faculty approval, and submit to Cougar Central for processing. Provide a detailed reason for the late enrollment request, and attach supporting documentation, as needed.

2. **After Census**, adds beyond the University Census date (*see Registration Calendar for Census date*) are normally not considered. A separate Late Enrollment Petition must be submitted for courses which reside under different Colleges. For example, if a student is requesting a late enrollment into ACCT 201 and SPAN 102, two forms must be signed by the faculty and approved by the College Dean or designee. See College Dean’s Office directory below.
 - 2a. Submit the form to the appropriate College Dean’s office for approval. You may be required to meet with the Associate Dean or designee in the Dean’s Office to review your circumstances for enrolling late.

 - 2b. College Dean Office Directory

COLLEGE	Submit form for approval after Census to:
College of Humanities, Arts, Behavioral & Social Sciences	Social & Behavioral Science Building, Room 4115
College of Business Administration	Markstein Hall, Room 126 (<i>CoBA Advising Office</i>)
College of Education, Health & Human Services	University Hall, Room 405
College of Science and Mathematics	Craven Hall, Room 6211

3. All forms approved will be processed at the Office of the Registrar within 5-7 business days of receipt

University Criteria:

- Serious and compelling reasons: medical or physical accidents involving trauma or severe conditions; circumstances beyond the student’s control that prevented student from enrolling by the deadline.
- Late enrollment petitions will not be approved for circumstances where students are responsible for managing their enrollment at the University, e.g. holds or service indicators, financially unable to pay fees by the deadline, work schedules, etc.

Notification Process:

- Approved Petitions: The Office of the Registrar will process the late enrollment within 5-7 business days of receipt. Students should check their Student Center in My CSUSM to verify changes made to their class schedule and to check for late fees.
- Denied Petitions: The original will be sent to the Office of the Registrar for inclusion in the student’s academic record. The College office will notify student of denied petitions.