

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

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Late Enrollment Petition Process:

1. **Through the end of the third week of the term**, 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.

Note: Late enrollment petitions for courses offered in the second half of the term, please consult with your advisor.

2. **Beginning the 4th week of the term**, a separate Late Enrollment Petition must be submitted for courses which reside under different Colleges. For example, if 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 an advisor to review your circumstances for enrolling late.

2b. College Dean Office directory:

COLLEGE	SUBMIT FORM FOR APPROVAL beginning the 4 th week of the term
College of Arts and Sciences	Undergraduate Advising Services - CRA 1300
College of Business Administration	CoBA Advising Office - Markstein Hall, Ste 126
College of Education	CoE Student Services Office – University Hall, Ste 221
School of Nursing	San Marcos Care Center - SMACC Bldg., Ste 201

3. All forms approved will be processed at the Office of the Registrar within 5-7 days of receipt. (Independent Studies forms may take longer to process.)

University Criteria:

Late enrollment petitions may be approved for the following reasons:

- * University error.
- * Serious and compelling reasons: medical or physical accidents involving trauma or severe conditions; circumstances beyond 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 schedule.

Notification Process:

- * **Approved Petitions:** The Office of the Registrar will process the late enrollment within 5-7 days of receipt. Students should check their Student Center in MyCSUSM 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 students' academic record; a copy will be returned to the student via U.S. postal mail or emailed to students' university email account. The College office will notify student of denied petitions.