



## LATE ENROLLMENT PETITION

### Part I: STUDENT INFORMATION

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID: \_\_\_\_\_ Cougar Email: \_\_\_\_\_  
(or last four of social security number) (or personal email address)

Contact Phone Number: \_\_\_\_\_

### Part II: COURSE INFORMATION

Term: \_\_\_\_\_ 20\_\_\_\_ Open University

Course # (ex. 42055)	Course Title (ex. SPAN 101)	Grade Type	Units	Faculty Signature	Date
		Regular CR/NC			
		Regular CR/NC			
		Regular CR/NC			
		Regular CR/NC			

*Note: Faculty approval signifies authorization to override course requisites.*

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

College Dean or Designee:      Approved      Denied

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Late Enrollment Petition Guidelines

For full policy visit: [https://www.csusm.edu/policies/active/documents/add\\_drop\\_withdrawl.html](https://www.csusm.edu/policies/active/documents/add_drop_withdrawl.html)

### Late Enrollment Petition Process:

Beginning the 3<sup>rd</sup> 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 appropriate College Dean or designee. See College Dean's office directory below.

### Steps:

1. Complete the Late Enrollment Petition form
  - a. Provide a detailed reason for the late enrollment request, and attach supporting documentation, as needed.
2. Secure Faculty approval.
3. Submit the form to the appropriate College Dean's office for approval.
  - a. You may be required to meet with an advisor to review your circumstances for enrolling late.
4. Submit to Cougar Central for processing.

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

COLLEGE	Dean's office
College of Humanities, Arts, Behavioral & Social Sciences (CHABSS)	Social & Behavioral Science Building, Room 4115
College of Business Administration (COBA)	Markstein Hall, Room 126
College of Education, Health & Human Services (CEHHS)	University Hall, Room 405
College of Science & Mathematics (CSM)	Craven Hall, Room 6211

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.