

PETITION FOR LATE ENROLLMENT/REGISTRATION

for the [ ] Fall [ ] Spring Semester 20 \_\_\_\_

Date Issued: \_\_\_\_\_ Date Due Back: \_\_\_\_\_ Issued By: \_\_\_\_\_

(NOTE: THIS FORM MUST BE COMPLETED IN BLUE OR BLACK INK ONLY.)

SID No. [ ][ ][ ][ ] - [ ][ ][ ][ ] U G

Name \_\_\_\_\_ last first middle

Local Address \_\_\_\_\_ no./street city/state /zip

Telephone No. ( ) \_\_\_\_\_ College/School \_\_\_\_\_ Major \_\_\_\_\_

Current registration status: [ ] New [ ] Readmitted [ ] Continuing

Date you first began attending classes for the current term: \_\_\_\_\_

CLASS ENROLLMENT PLEASE READ INSTRUCTIONS ON THE REVERSE SIDE

Table with 10 columns: Course Control No., Department (e.g., Math), Course No., Sec. No., Units, P/NP S/U, Repeat?, Is Work to Date Satisfactory?, Instructor's Signature (required for continued attendance), Date. Includes checkboxes for Yes/No in the 'Is Work to Date Satisfactory?' column.

Total number of workload units: [ ]

[ ] Check if you intend to graduate at the end of the current term; you will be placed on the degree list. NOTE: This is not valid if you are filing this form after the fifth week of instruction - see instructions on reverse.

ARE YOU AN ACTIVE INTERCOLLEGIATE (NCAA) STUDENT-ATHLETE FOR THIS SEMESTER? [ ] Yes [ ] No

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Major Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Athletic Representative \_\_\_\_\_ Date \_\_\_\_\_

COLLEGE, SCHOOL, OR DIVISION APPROVAL

[ ] Approved [ ] Denied \_\_\_\_\_ Date \_\_\_\_\_ Dean or Dean's Representative

THIS SPACE RESERVED FOR THE OFFICE OF THE REGISTRAR

Accepted by: \_\_\_\_\_ Processed by : \_\_\_\_\_ Date: \_\_\_\_\_

Late Fees Assessed: [ ] \$150 Late Registration

Comments \_\_\_\_\_

# INSTRUCTIONS

## STUDENTS:

1. Use ballpoint or other ink pen. Use BLUE or BLACK INK only. Provide all identifying information as indicated, including your Student Identification (SID) number (the number on your Cal Photo ID card).
2. List the courses which you are presently taking in the "Class Enrollment" section. Provide all information as indicated. Be sure to list the total number of units you are taking in the space provided.
3. Contact each instructor for approval. You must have your instructors' signatures in the appropriate spaces in order to continue attending your classes. You are subject to the same enrollment regulations as students who have enrolled on time.
4. Obtain other required signatures as follows:
  - A. **Major Adviser**  
If you have officially declared a major (not required for undergraduates in the Colleges of Chemistry, Engineering, Environmental Design, and Natural Resources).
  - B. **Faculty Athletic Representative**  
If you are an athlete participating in Intercollegiate Athletics.
  - C. **Dean or Dean's Representative**  
UNDERGRADUATES must obtain this signature.  
GRADUATE STUDENTS must obtain this signature (from the Dean of the Graduate Division) **only if filing after the end of the semester**.

This petition MUST be returned to the Office of the Registrar within 5 working days of the Dean's signature to be valid.
5. If you expect to graduate at the end of the current term, check the designated box (above your signature) to be officially placed on the degree list. NOTE: If you are filing this form after the fifth week of instruction, you will **not** be allowed to graduate for the term; contact your college or school for additional information.
6. If you are filing this form for the current semester, you will be billed automatically for any registration fees owed. If you are filing this form retroactively (i.e., for a semester which has already been completed), your classes will not be processed until the registration fees for that semester are paid in full. You may obtain a billing statement from the Billing and Payment Services (BPS) office at 140 University Hall *on the next business day after you file this petition*. You may then pay your fees at BPS at 140 University Hall.
7. Return this form to the Office of the Registrar, 120 Sproul Hall, by the due date indicated on the front side. Failure to meet this date will void this petition and approval for late enrollment and registration.

## INSTRUCTORS:

1. Check either the "Yes" or "No" box to indicate whether the student's work is satisfactory to date.
2. This student must have your approval to continue attending your course. If you approve this student's continued attendance, please sign and date in the spaces provided. If you do not approve the student's continued attendance in your course, DO NOT sign this form.