

Late Enrollment Petition for All Post-Census and Retroactive Requests

Instruction Page

Note:

1. Use this form only for all Post-Census and Retroactive enrollment requests
2. Pursuant to Senate Policy F09-2 (<http://www.sjsu.edu/senate/F09-2.htm>), students will be allowed to petition for a Post-Census Date for Late Enrollment for only one semester during their time at San Jose State University. A mandatory Late Enrollment Fee is required. Exceptions will be approved only under extreme extenuating circumstances. To the extent possible, students will be held harmless for events generated as a result of university error, and every reasonable effort will be made to accommodate them.

There are two time periods relating to when this petition is submitted (you will need to know this information to complete the actual petition):

- 1) **Post-Census Petitions accepted the day after census date through last day to withdraw from the semester.**
 - 2) **Retroactive Petitions for current term accepted the day after last day of instruction and later. Retroactive Petitions for prior terms accepted at anytime.**
- **No petition will be accepted for current term from the day after the last day to withdraw – last day of instruction.****

For specific dates, please refer to registration calendar of the current term at www.sjsu.edu/registrar/calendar

Instructions and Conditions

1. If **disenrolled for non-payment**, you are required to add back **all classes** from which you were dropped, unless the department does not approve your request. If not approved, "No" must be written in the box on this form, & both signatures are required.
2. Type in all fields and print out the form.
3. Include **a personal statement** explaining the extenuating circumstances that prevented you from registering by the add deadline or paying your tuition fees by payment due date if applicable.
4. Obtain signatures of instructors & chairs for each class in which you wish to enroll (If dropped for non-payment, you are required to obtain signatures for all classes from which you were dropped, unless the department does not approve your request).
5. **Special Session and Open University students** must take the form to College of International and Extended Studies office (CIES) at Student Union or fax to [408-924-2666](tel:408-924-2666) to obtain a signature of approval. Then, submit the complete form to window "R".
6. If you have been awarded financial aid, take this petition to the **Financial Aid office** to have "**Award**" section completed and stamped. If your financial aid award will not pay the full tuition fee for your original class enrollment, plus any additional charges that are added to your student account through this petition, you will be responsible to provide personal funds to pay the difference. (Payment information is provided in item 8.)
7. Take this petition to Cashiering to have "**Tuition Fees Owed**" section completed and initialed.
8. Once all areas are complete and all signatures obtained, take the form with **your personal statement and supporting documents** (if any) to window "R" (Office of the Registrar) in the Student Services Center (SSC).
9. If the form is approved, you and Bursar's Offices will be notified of the approval via e-mail. If you are receiving Financial Aid, you must contact them once you receive the approval email. **Payment is due within three (3) business days from the time email notification is sent.** Failure to pay will deem the petition approval null and void and will result in the class or classes that you have added with this petition being dropped. Forms of payment accepted in person for late enrollment are cash and checks. Students may also pay online using electronic check payment (ACH) or credit card, including Visa, MasterCard, Discover and American Express. A 2.9% convenience fee is charged for credit card payments. There is no fee to pay by ACH. Debit card payments are not accepted.
10. **Post-Census & Retroactive Enrollment Fee:**
 1. **Matriculated students pay \$200**
 2. **Special Session or Open University students pay a \$45**
11. An incomplete petition will be returned and you will be held to all deadlines.
12. **Late Enrollment will not be honored once a degree has already been posted.**



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Office of the Registrar One Washington Square San José, CA 95192-0009

Part I

Post-Census for term/year (valid after census date through last day to withdraw from semester)

Retroactive for term/year (accepted after the last day of instruction for the term)

Were you disenrolled for non-payment after start of the term (Yes/No)? (see Instruction #1 on page 1)

*Special Session student must obtain signature of Associate Dean of CIES (College of International & Extended Studies).

Open University only: Date of birth: Did you take any SJSU courses after Fall 1990 (Yes/No)? Are you currently academically disqualified from SJSU (Yes/No)? What is the highest education level you have achieved (Jr, Sr, BA, BS, MA, MS)? Have you formally applied for a future SJSU admission term (Yes/No)? What term? Signature: Graduate Admissions and Program Evaluation (GAPE)'s signature is required for all 200-level courses. Exclusions for enrollment in 200-level classes: 1) disqualified students 2) students who were denied admission into a graduate program. GAPE counter is located in Student Services Center. Signature: *Associate Dean of CIES's signature (required for all Late Adds). CIES office is located in Student Union(SU), ground level.

Table with 5 columns: SJSU ID, Last name, First name, Major, Phone (cell preferred), E-mail Address**

**please keep your e-mail address in MySJSU current for SJSU notification

Part II

Table with 8 columns: 5 Digit Class #, Subject area & Catalog #, Sect., Units, Instructor's printed name, signature & date, Yes/No, Dept. chair's printed name, signature & date, Yes/No

Part III: Award section (Financial Aid Office):

Do you have Financial Aid (Yes/No)? If you do not have Financial Aid, go to Part IV (No Stamp is needed).

Amount awarded and eligible for disbursement: \$

Financial Aid's Stamp:

Part IV: Tuition Fees Owed section (payment is due when approved):

Total tuition less financial aid including late fee owed \$ Cashiering/Bursar's initials:

Part V: I understand the conditions of the Late Enrollment Request & agree to pay within 3 days from the date of e-mail notification:

Student signature Date

For Office Use Only

Registrar signature Registrar's recommendation Yes No

Associate Dean of Undergraduate Studies', Graduate Studies and Research's (required for Retro. Adds only),

Printed name Signature & Date Approve Deny

Date Processed: by: LateEnroll-Post-Census-Retro-10-12-18