

Late Enrollment Petition for All Post-Census and Retroactive Requests

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 February 22 – April 24.**
- 2) **Retroactive Petitions for current term accepted May 16 and later. Retroactive Petitions for prior terms accepted at anytime.**

****No petition will be accepted for current term from April 25 through – May 15.****

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.
2. Type in all fields and print out the form.
3. Include a personal statement explaining the extenuating circumstances that 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. If you are receiving financial aid, take this petition to Financial Aid office to have **“Award” section** completed and stamped. If you are eligible only for partial aid, you will be responsible to provide personal funds to cover the full tuition fees not covered by the award.
6. Take this petition to Cashiering to have **“Tuition Fees Owed” section** completed and initialed.
7. 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).
8. If form is approved, student will be notified of the approval and of tuition fees owed via email. Student prints the email notification showing amount due including the late fee (see table below), to the Bursar’s Office to pay. **Payment is due within three (3) business days from the time email notification is sent.** Failure to pay and provide the proof of payment to the Registrar’s Office will deem the petition approval null and void, and your classes will be dropped. Forms of payment accepted in person for late enrollment are cash, checks, money order, or cashier’s checks. Students may also pay online using electronic check payment (ACH) or credit card, including Mastercard, Discover and American Express. A 2.9% convenience fee is charged for credit card payments. Debit card and Visa payments are not accepted.

9. Late Enrollment Fees

Pre-Census Late Enrollment Fee	\$ 45
Post-Census & Retroactive Enrollment Fee	\$200

10. An incomplete petition will be returned and you will be held to all deadlines.

11. Late Enrollment will not be honored once a degree has already been posted.



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**SAN JOSÉ STATE
UNIVERSITY**

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

Part I

Term & Year _____ Post-Census (2/22-4/24)
 Retroactive (after 5/16 for Spring 2012 or any time for Prior term)

Were you disenrolled for non-payment after start of Spring 2012 term? Yes** No

(** If yes, you must re-enroll in all the classes, unless the department does not approve.)

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

5 Digit Class #	Subject area & Catalog #, e.g., ENGL 1A	Sect.	Units	Instructor's printed name, signature & date (must approve or deny in next column)	Yes /No	Dept. chair's printed name, signature & date (Must approve or deny in next column.)	Yes/ No

Part III: Award section (Financial Aid Office):

Do you have Financial Aid? Yes No. If you have no Financial Aid, go to Part IV (No Stamp is needed).

Amount awarded \$ _____.

Financial Aid's Stamp:

Amount available today: \$ _____.

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

Total tuition including late fee owed \$ _____. Cashiering/Bursar's initials:

(This does not include any other course fees that may apply.)

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 for final approval Yes No

Associate Dean of Undergraduate Studies' or Graduate Studies and Research's Printed Name, Signature, & Date (for Retro. Add)

Printed name _____ Signature & Date _____

Approve Deny

Date Processed: _____ by: _____

LateEnroll-Post-Census-Retro-Spring12