

Late Enrollment Petition for All Pre-Census Requests

(accepted after last day to add through census date)

Note: Use this form only for all Pre-Census Requests.

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 next to Instructor's signature.
 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. **Department chairs' signatures are required** if your request is due to reason other than disenrollment for non-payment. Open University students must obtain a signature of Associate Dean from College of International and Extended Studies(CIES).
 5. If you have been awarded financial aid, take this petition to the Financial Aid office to have Part III signed and stamped. If your financial aid award will not pay the full tuition fee of your original class enrollment, you will be responsible to provide personal funds to pay the difference at the time of submission of this form.
 6. Take this petition to Cashiering to have the **"Tuition Fees Paid" section** completed and stamped. You must pay the enrollment fee (see table below) and all tuition fees, less financial aid you have been awarded, before submitting the form to the Registrar's Office. . Payment can be made in person at the Bursar's Office, cash and checks only. Payment may also be made online by e-check or credit card, but you must meet with a Cashier first to determine the amount you will need to pay - and after making payment so that they can verify the payment and sign-off on the form.
- Note:** Pre-Census Late Enrollment fee is \$45 (does not apply to Open University students).
7. Once all areas are complete with all signatures obtained and all fees paid, submit your form (with your personal statement and supporting documents attached) to window "R" in the Student Services Center (SSC) for review, approval, and processing.
 8. An incomplete petition will be returned and you will be held to all deadlines.
 9. **Late Enrollment will not be honored once a degree has already been posted on the transcript.**



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

Part I :

Term & Year _____ . Your request for **Pre-Census Late Enrollment** is due to:

Disenrollment for non-payment **Other reasons****

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 :

This section is required for all Pre-Census requests due to other reasons**

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 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 (Cashiering):

Total tuition and fees (less financial aid if applicable) including late fee paid \$ _____ .

Cashiering/ Bursar's stamp:

Part V :

I understand the conditions of the Late Enrollment Request: _____
Student signature Date

For Office of the Registrar's Use Only:

Received by: _____ Date Processed: _____ By: _____ Notified Student Date: _____