



Late Enrollment Request for Students Dropped for Nonpayment Fall 2009

(Valid from September 12 – December 8, 2009)

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

Instructions and Conditions: (Note: all late enrollment requests due to disenrollment for non-payment require that you add all courses in which you were previously enrolled. Your initial on item# 5 is required.)

1. This form is to be used for late enrollment after the deadline for late registration through the last day of instruction (Sep. 12 - Dec. 8). Please use additional forms if re-enrolling in more than 2 courses.
2. Submit this completed form to the "R" counter at the Student Services Center (preferred) or you may fax it to (408) 924-2077.
3. You must attach a personal statement that explains the serious and compelling reason beyond your control that justifies your late enrollment.
4. If one of your instructors refuses to permit you to late enroll in the course, you will need to get a letter from the instructor, on department letterhead that states that he or she will not approve the request. This letter must be signed and dated by the instructor.
5. **This is a one-time accommodation and any subsequent disenrollment for non-payment after the last day to add classes, will require that you re-apply for the next available application cycle at www.csumentor.edu. Initial: _____**
6. Check <http://my.sjsu.edu> for the exact fees owed. If you send your request via fax, you will receive an e-mail notifying you to check message in MySJSU regarding your enrollment and fee payment deadline. Failure to pay by the due date will result in a second and final enrollment cancellation.
7. Make your payment in person at the Bursar's cashier windows located in the Student Service Center, or pay online at <http://my.sjsu.edu> > online payments and account services > student account home > make a payment.

* Processing time may take up to two weeks.

* Classes added after September 21 will not be included in census reporting.

Late Enrollment Fees

Sep. 12 – Sep. 21	\$ 45	Payment is due the same day classes are added.
Sep. 22 – Dec. 8	\$150	Payment is due within 24 hours from the day classes are added.

SJSU ID #: _____ Student Name: _____
Last First Middle

Major _____ Phone _____ Email address (Please keep current for SJSU notifications) _____

5 Digit Class#	Subject area & Catalog#	Sect. #	Units	Signature Requirements
1)				Instructor, please circle : Approve/ not Approve Printed Name _____ Signature _____
				Department Chair: Printed Name _____ Signature _____
				College Dean (required only after 11/24/09): Printed Name _____ Signature _____
2)				Instructor, please circle : Approve/ not Approve Printed Name _____ Signature _____
				Department Chair: Printed Name _____ Signature _____
				College Dean (required only after 11/24/09): Printed Name _____ Signature _____

I understand the conditions of the Late Enrollment Request: _____
Student's Signature Date

For Office Use Only:

Date Received: _____ By: _____ Late Enroll Nonpayment Fall 09, 10-12-09