



## Late Enrollment Request Summer 2008

(Valid from June 20 – July 11, 2008 for the 6-week session & June 20 – Aug 8 for the 10-week session)

**Instructions:**

1. This form is to be used for late enrollment after the deadline for late registration through the last day of instruction for each summer session (see dates above).
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. Refer to <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 may result in enrollment cancellation.
4. 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. The Bursar's Office accepts cash, checks, and ATM debit cards in person. You may also pay online with a credit card (MasterCard, American Express, or Discover) or with an e-check. There is a 2.75% service charge to use credit cards and no fee for e-checks.
5. A late enrollment request due to disenrollment for non-payment will require that you add **all** courses in which you were previously enrolled.
6. You must attach a copy of your Bursar’s statement from your MySJSU account for your instructor and department chair to see.

**Note: Classes added after June 27 will not be included in census reporting.**

**Late Enrollment Fees**

Jun 20 – Jun 27	\$ 45	Payment is due the same day classes are added.
6-Week Sess - Jun 28-Jul 11	\$150	Payment is due within 24 hours from the day classes are added.
10-Week Sess - Jun 28-Aug 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)

Were you dropped for non-payment of fees?  Yes  No. If no, please give your reason for adding late:

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Schedule Code #	Dept. & Course No.	Sect.	Units	Instructor’s Signature (Must approve or deny in next column.)	Yes/ No	Dept. Chair’s Sig. & Date	Dean’s Signature (**dates required listed below**)

**\*\*DEAN’S SIGNATURE DATES: 6-week session starting on 7/11/08; 10-week session starting on 8/1/08 \*\***

**I understand the conditions of the Late Enrollment Request:** \_\_\_\_\_  
Student’s Signature Date

**For Office Use Only:**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Late Enroll Req Spring 06-12-08