

## **Cross Enrollment Late Add Pre-Census Request**

(accepted after last day to add through census date)

**Note:** Use this form only for all Cross Enrollment Late Add 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. 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 your Special Programs Coordinator below for review, approval, and processing:
  - Students' Last Names: A-Mars, email to Sophie Lanh at [sophie.lanh@sjsu.edu](mailto:sophie.lanh@sjsu.edu).
  - Students' Last Names: Mart-Z, email to Taylor Taft at [taylor.taft@sjsu.edu](mailto:taylor.taft@sjsu.edu).
5. An incomplete petition will be returned and you will be held to all deadlines.
6. Late Enrollment will not be honored once a degree has already been posted on the transcript.

**Note:** Pre-Census Late Enrollment fee is \$45.

