

Late Enrollment Petition for All Retroactive Requests

Instruction Page

Note:

1. Use this form only for retroactive (past terms) enrollment requests
2. Pursuant to Senate Policy F09-2 ([sjsu.edu/senate/docs/F09-2.pdf](https://www.sjsu.edu/senate/docs/F09-2.pdf)), students will be allowed to retroactive add/ enroll a class or classes for only one semester during their time at San José State University. Any exceptions to this will be made by petition to the Associate Dean of Undergraduate Studies or Graduate Studies and Research as appropriate and 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.

Retroactive Petitions for prior terms accepted at any time after the semester of the request.

Instructions and Conditions

1. If **disenrolled due to 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 on this form, & both instructor's & chair's signatures are required.
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 due to 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. **Special Session and Open University students** must send this form to College of Professional and Global Education(CPGE) at cpge@sjsu.edu.
6. If you have been awarded financial aid, send this petition to fao@sjsu.edu (**Financial Aid office**) to have "**Award**" section completed. If your financial aid award will not pay the full tuition fee for your original class enrollment, plus any additional charges that are added to your student account through this petition, you will be responsible to provide personal funds to pay the difference. (Payment information is provided in item 8.)
7. Send this petition to cashierbanking@sjsu.edu (**Bursar's Office/Cashiering**) to have "**Tuition Fees Owed**" section completed.
8. Once all areas are complete and all signatures obtained, send the form with **your personal statement and supporting documents** (if any) to records-regist@sjsu.edu (**Office of the Registrar**).
9. If the form is approved, you and Bursar's Offices will be notified of the approval via e-mail. If you are receiving Financial Aid, you must contact them once you receive the approval email. **Payment is due within three (3) business days from the time email notification is sent.** Failure to pay may deem the petition approval null and void and may result in the class or classes that you have added with this petition being dropped. Forms of payment accepted in person for late enrollment are cash and checks. Students may also pay online using electronic check payment (ACH) or credit card, including Visa, MasterCard, Discover and American Express. A 2.9% convenience fee is charged for credit card payments. There is no fee to pay by ACH. Debit card payments are not accepted.
10. **Retroactive Enrollment Fee:**
 1. **Matriculated students pay \$200**
 2. **Special Session or Open University students pay a \$45**
11. An incomplete petition will be returned and you will be held to all deadlines.
12. **Late Enrollment will not be honored once a degree has already been posted.**

Late Enrollment Petition for All Retroactive Requests

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

Part I

Retroactive Add for _____ term/year (accepted after the last day of instruction for the term)

Were you disenrolled due to non-payment after start of the term? ___ Yes ___ No (If yes, see instruction#1 on first page.)

*Special Session student must obtain signature of Associate Dean of CPGE (College of Professional & Global Education).

Open University only: Date of birth: _____ Did you take any SJSU courses after Fall 1990 (Yes/No)? _____

Are you currently academically disqualified from SJSU (Yes/No)? _____

What is the highest education level you have achieved (Jr, Sr, BA, BS, MA, MS)? _____

Have you formally applied for a future SJSU admission term (Yes/No)? _____ What term? _____

Signature: _____

Graduate Admissions and Program Evaluation (GAPE)'s signature is required for **all 200-level courses**. Exclusions for enrollment in 200-level classes: 1) disqualified students 2) students who were denied admission into a graduate program. GAPE Email graduate@sjsu.edu.

Signature: _____

*Associate Dean of CPGE signature (required). Email cpge@sjsu.edu

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 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 (payment is due when approved):

Total tuition less financial aid including late fee owed \$ _____

Cashiering/Bursar's initials: ____

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 <input type="checkbox"/> Yes <input type="checkbox"/> No
Associate Dean of Undergraduate Education's or College of Graduate Studies's Printed name _____	Signature & Date _____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny
Date Processed: _____ by: _____	LateEnroll-Retro-9-17-2020