

Late Enrollment Petition

Note: Use this form only for all Late Enrollment 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.**
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. Then, obtain a signature of Associate Dean from College of Professional and Global Education(CPGE) by submitting form to cpge@sjsu.edu.
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. 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 registrar@sjsu.edu for review, approval, and processing.
7. An incomplete petition will be returned and you will be held to all deadlines.
8. **Late Enrollment will not be honored once a degree has already been posted on the transcript.**



Late Enrollment Petition

SAN JOSÉ STATE
UNIVERSITY

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

Part I:

SUMMER Year _____ . Your request for **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:

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	Yes /No

College of Professional and Global Education (CPGE) Associate Dean:

Signature: _____ Date: _____

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 **Financial Aid's Stamp:**
eligible for disbursement: \$ _____ .

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:

Stamp here once processed: LateEnroll-Summer 03-28-17