

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

Note: According to Senate Policy F09-2, students will be allowed to petition for Post-Census Date for Late Enrollment for only one semester during their time at San Jose State University. A mandatory Late Enrollment Fee of \$200 is required. [Exceptions will be approved only under extreme extenuating circumstances. To the extent possible, students shall be held harmless for events generated as a result of university error, and every reasonable effort will be made to accommodate them.]

***Deadline for submission this request for a specific term can be found on Registration calendar.**

Instructions

1. Use this form after the census date of the term for which you are seeking to add a class or classes.
2. Student must submit a personal statement of extenuating circumstances to the Department of the course the student wishes to add with this form.
3. If both the Course Instructor and Department Chair approve and department policy allows adding after the census date, the Department Chair will submit this petition with student's personal statement to your Special Programs Coordinator along with your Cross Enrollment form(DocuSign preferred) or put in dropbox in front of SSC entrance (attn.: Registrar's office).
4. Office of the Registrar will investigate this petition and contact Bursar's & the Financial Aid's offices as needed.
5. If the student is eligible to late enroll based on the investigation and review, the Registrar will forward this petition to the Associate Dean of Undergraduate Education or College of Graduate Studies as appropriate for final decision.
6. The Associate Dean of appropriate office must return the signed form with decisions to our office via methods in item 3.
7. An e-mail notification of final decision will be sent to student. If the late enrollment is approved, student will receive this message with the amount of registration fees due. If it is denied, student will receive an e-mail informing this decision as well.
8. Payment is required before adding classes. Proof of payment must be submitted to our office via methods in item 3.

SJSU ID		Last name		First	
Major	Phone (cell preferred)		E-mail Address*		

*please keep your e-mail address in MySJSU current for SJSU notification

- **Classes added after census date will not be included in census reporting.**

Term: _____ Year: _____

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

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

For Office Use Only

Registrar's signature _____

Registrar's recommendation for final approval Yes No

Associate Dean of Undergraduate Education's or College of Graduate Studies's Printed Name, Signature & Date

Printed name _____ Signature & Date _____

Approve Deny

Date Processed: _____ By: _____ CrossEnrollmentPostCensusLateAdd 3-22-2021