



Special Registration Petition

Office of the Registrar

FOR OFFICE USE ONLY	
Dean's Office Approval _____	Date: _____
Call # _____	_____
Registered by: _____	Date: _____

Term _____ Year _____

Campus: Hayward Concord Online Off Site

MUST BE COMPLETED PRIOR TO END OF LATE ADD PERIOD

NAME	NET ID
STREET	PHONE NUMBER
CITY STATE ZIP	MAJOR

COURSE DATA (Must be exactly as listed in the University catalog):

DEPARTMENT	DEPARTMENT COURSE #	COURSE TITLE	GRADE TYPE: (select one)		UNITS
			<input type="checkbox"/> Letter Grade	<input type="checkbox"/> Credit/No Credit	

Please state specifically the reason for this request: (Attach backup forms as appropriate.)

INSTRUCTOR'S NAME (Please print)	STUDENT'S SIGNATURE	DATE
ADVISOR'S NAME (Please print)	DATE	

DEPARTMENT/SCHOOL USE ONLY

INSTRUCTOR'S WORKLOAD STATUS: (To be checked, signed by instructor, and approved by Department Chair and College Dean. Choose **ONE** from the list that best describes your status.) Upon accepting this student for the specified term, my total teaching units:

- do not exceed the normal workload assignment for regular instruction (i.e., 12 WTU per term for full-time assignments and pro-rata for part-time assignments)
- exceed the normal workload assignment for regular instruction; however, a compensatory reduction in instruction-related responsibilities has been arranged with my Department Chair.
- exceed the normal workload assignment for regular instruction by _____ WTU; however, a compensatory reduction in my teaching assignment for _____ Term, 20____ has been arranged with my Department Chair.
- may exceed the normal workload assignment for regular instruction; however, I do not expect to be compensated for it, or to be given a reduction in instruction or instruction-related responsibilities during this or any subsequent term.

INSTRUCTOR'S SIGNATURE Date

Department Chair's Recommendation: _____
 Approve Deny CHAIR'S SIGNATURE Date

College Dean's Decision: _____
 Approve Deny DEAN'S SIGNATURE Date

PROCEDURE FOR REGISTERING:
1. DURING THE ENROLLMENT PERIOD , student must complete the application, obtain the required signatures, and submit form to the course Department Office for processing.
2. PRIOR TO THE LATE ADD DEADLINE , the Dean's Office will complete the enrollment and forward the original form to Enrollment Management.
3. IMPORTANT: Students are responsible for payment of any enrollment through Special Registration by the established deadlines.