



Registration Petition – Late Enrollment or Drop

Office of the Registrar

****Please read the following carefully to avoid delays in processing your petition****

Instructions: Complete form, attach documents from Checklist below, and submit to the Enrollment Information Center in the SA Bldg (Hayward), or the Academic Services Lobby (Concord), or fax to 'Appeals Committee' at 510-885-3816.

Today's Date _____

Net ID: _____

Name _____

Last

First

Address _____

Street

City

State

Zip

Phone _____

Home or Cell Number

CSU East Bay Horizon Email Address

I am petitioning for: Late Enrollment Late Drop

Term: Winter Spring Summer Fall Year: 2_____

F1/J1 International Student? No Yes If yes, approval from CIE is required for a Late Drop before submission:

CIE Name

CIE Signature

Date

Late Enrollment and Drops are normally NOT permitted after the established deadline. All petitions will be reviewed on a case by case basis by the Registration and Records Appeals Committee and those decisions are final. Incomplete petitions will not be processed. Emails MUST be sent from an official CSU East Bay or Horizon e-mail account to reg@csueastbay.edu (**Note: E-mails from personal E-mail accounts will not be accepted**).

Checklist: All documents below must be attached to this form for the petition to be considered.

- A typed statement from the student providing reasons for the request.
- Provide third party written documentation to support your reason for the request. If you believe 'university error' has occurred, obtain signed documentation from the appropriate university staff or faculty. Petitions submitted without third party documentation will not be considered. Petitions are approved only when university error has occurred, and is documented.
- Obtain the approval signature of the instructor, Department Chair AND College Dean below. **Petitions will not be accepted without approval from the academic department. Students seeking to add or drop a course in Business or Economics should check with the College for specific requirements.**

| Course I.D. (Dept., Course No., and Section) | Instructor's Signature (Required) | Department Chair Signature (Required) | College Dean Signature (Required) |
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By signing below you are acknowledging you have read and agree to all of the terms above, and understand that submission of a petition does not guarantee it will be approved. **Students will be notified through their Horizon E-mail account of the committee's decision.**

Student Signature _____ Date _____

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|-----------------------------|---------------------------------------|---------------------|-------------|
| For Office Use Only: | <input type="checkbox"/> Approved | Processed by: _____ | Date: _____ |
| | <input type="checkbox"/> Not Approved | _____ | _____ |