

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

SPECIAL REGISTRATION PETITION

Term _____ Year _____

Campus: Hayward Concord

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 quarter, my total teaching units:

- do not exceed the normal workload assignment for regular instruction (i.e., 12 WTU per quarter 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 _____ Quarter, 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 quarter.

_____ 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:

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