



Registration Petition – Late Add

Office of the Registrar

Instructions:

Complete this petition, obtain all necessary signatures/approvals, attach documentation of university error, and submit to the Office of the Registrar in one of the following ways:

- In Person at the Enrollment Information Center in the SA Bldg (Hayward), or Academic Services Lobby (Concord)
- Email all forms and documents to Office of the Registrar at reg@csueastbay.edu
- Fax to the attention of the '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

Term: Winter Spring Summer Fall Year: 2 _____

Late Adds will NOT be permitted after the late enrollment period unless university error has occurred, and is documented. 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.
- Documentation of university error, such as a signed memo on letterhead from a university department providing details of the error that occurred. Petitions submitted without evidence and documentation of university error will not be considered.
- 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 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 | _____ | _____ |