

California State University, San Bernardino

PETITION TO ADD AFTER THE CENSUS DATE

INSTRUCTIONS: 1) Present this petition to the instructor for approval. 2) Present this petition to the Department Chair of the course for approval. 3) Upon approval, this petition must be submitted to the College Dean of the course for final approval. 4) If approved by the Dean, this petition must be submitted to the Office of Records, Registration and Evaluations, located in University Hall 171, for processing. 5) If the petition has received all necessary approvals, the Registration representative will add the course to your class schedule.

NAME _____ COYOTE ID # _____
ADDRESS _____ TELEPHONE _____
CITY/STATE _____ ZIP CODE _____

COURSE INFORMATION

CALL NUMBER _____ COURSE NAME AND SECTION# (i.e. Psyc 100-01) _____
QUARTER & YEAR _____ COURSE TITLE _____
MAJOR _____ TOTAL UNITS CURRENTLY ENROLLED _____
STUDENT CLASS LEVEL: Undergraduate Graduate/Postbaccalaureate Anticipated Graduation Term & Year _____

REASON FOR PETITION

Check Applicable Reason For Petition

ILLNESS WORK CONFLICTS MILITARY ORDERS OTHER _____

Describe **in detail** reason for petition. (Supporting documentation must be attached.)

I understand that the petitioning procedures are for serious and compelling reasons.

Student's Signature

Date

COURSE INSTRUCTOR, CHAIR & COLLEGE DEAN

Note to instructor: This petition process is for *serious and compelling reasons* for adding after the census date. Please remind the student that this process is for reasons due to illness, serious personal problems or difficulties that are beyond the student's control. **Failing to add over MyCoyote during the registration periods is not an acceptable excuse.**

PLEASE ADD STUDENT } Student has attended class continuously and has completed all course work and exams to date.

REQUEST DENIED } Reason _____

Instructor's Signature

Date

Department Chair's Signature (of the course) Date

APPROVED

DENIED: Reason _____

College Dean's Signature (of the course) Date

FINAL PROCESS / RECORDS OFFICE USE ONLY

APPROVED DENIED: Reason _____ D _____ By _____

Distribution: White / RR&E Yellow / College Pink / Student

PTA/0608bl