

Late Add Petition

The Late Add Petition is used when a student is seeking to add a class after the deadline for the term.

A separate petition must be completed for each term if requesting multiple. Petitions are reviewed by the Record Adjustment Committee and you will be informed of the petition decision by Fresno State email. Submitting a petition is NOT a guarantee that it will be granted.

PETITION FEE AND INSTRUCTIONS: \$10 per petition (non-refundable)

- Payment MUST be made prior to submitting your petition.
- Click here to pay: https://commerce.cashnet.com/fresnoem_universityregistrar
- ATTACH payment receipt

You may be required to pay outstanding fees on your account prior to adding late course(s) even with an approved petition.

Student ID#: _____ Date: _____

Last Name: _____ First Name: _____

Email: _____ Expected term of graduation (must be in the future): _____

The standard time periods to officially register for a class for fall and spring semesters are as follows:

1. Early Registration period (via My Fresno State) in semester prior to enrolling
2. Online add period during first 2 weeks of semester
3. Using an electronic Add/Permission Code during 3-4 weeks of semester

Retroactive Add Request

Example: Dept./Course Number: ENGL 205

Example: Section Number: 12345

Example: Semester/Year: Fall 2017

Dept./Course Number: _____ Section Number: _____ Taken: Semester/Year: _____

Instructor: Please confirm if the student has been attending and participating in class.

Yes No, please describe: _____

Instructor Name: _____ Instructor Signature: _____

Chair/Associate Dean Name: _____ Chair/Associate Dean Signature: _____

Example: Dept./Course Number: ENGL 205

Example: Section Number: 12345

Example: Semester/Year: Fall 2017

Dept./Course Number: _____ Section Number: _____ Taken: Semester/Year: _____

Instructor: Please confirm if the student has been attending and participating in class.

Yes No, please describe: _____

Instructor Name: _____ Instructor Signature: _____

Chair/Associate Dean Name: _____ Chair/Associate Dean Signature: _____

QUESTION: Did you attempt to officially register for this class during any of the above time periods during the semester?

Yes - Please answer the question in SECTION 1 below.

No - Please answer the question in SECTION 2 on next page.

SECTION 1

Please check all the applicable box(es) below to indicate the time period(s) in which you attempted to register for the class you have listed.

(1) Early Registration (2) First 1-2 weeks of classes (3) Online - Using permission number (2nd week of classes)

Question 1: Based on the time periods you have checked above, please describe the specific steps you took to register for this class:

Question 2: Why were the steps not successful?

Question 3: If you thought you had successfully registered (but found out later that your efforts had not succeeded), what confirmation did you have at the time that caused you to believe you were officially enrolled in this class? Please Note: Having an instructor add your name to Canvas for a class: this action - in and of itself - does not signify that you are officially registered for the class.

SECTION 2

1: If you did not attempt to officially enroll in this class by means of standard registration procedures, please explain the reason(s) why. Were there any extenuating circumstances that prevented you from registering by the established deadlines?

2: Please provide any documentation that verifies any attempt you made to register for this class, or documents why you were not able to register for this class using standard registration procedures.

Student Signature: _____

Date: _____

For Record Adjustment Committee Use Only

Date Committee Met: _____

Decision: _____

COMMENTS:

Signature: _____

Date: _____

Registrar Office Notes

Form received by: _____

Date Entered in Database and Sent to Committee: _____

Processed by: _____

Date: _____

Imaged by: _____

Date: _____