

# 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)**

- Before paying and submitting form, please be sure to get all required signatures. Our office is not responsible to secure signature.
- Payment MUST be made prior to submitting your petition.
- Click here to pay: [https://commerce.cashnet.com/fresnoem\\_universityregistrar](https://commerce.cashnet.com/fresnoem_universityregistrar)
- Make sure to obtain a copy of your receipt and submit with your form.
  - You may be required to pay outstanding fees on your account prior to adding late course(s) even with an approved petition.

Email completed form (with all instructor and department chair required signatures) to [aresa@mail.fresnostate.edu](mailto:aresa@mail.fresnostate.edu)

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
4. If you already dropped a course and received a "W" grade, you cannot request a late add for the same course this term."

**SWAPS ONLY** List current course you wish to drop (swapping to a different section of the same class, not a different class): \_\_\_\_\_

Unit #: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

**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: \_\_\_\_\_