



## **Pre-census date petition for late enrollment**

Student initiated petitions for late enrollment (late adds) will only be accepted for the time period between the add date and the census date.

The process for petitioning for late enrollment before the census date will be as follows:

The student submits the late enrollment petition to the Registrar. The petition will require a statement of the extenuating circumstance that prevented the student from enrolling by the add date.

The Registrar will investigate the extenuating circumstance to determine if the student is eligible to late enroll in a class. The Registrar will route late enrollment petitions that are eligible to the department for instructor and department chair level decisions.

The submission deadline and processing time of these petitions will be determined in the process of designing the registration and payment timelines within the academic calendar.

## **Post-census date petition for late enrollment**

After the census date, late enrollment petitions will be initiated by the department chair(s) of the course(s) the student wishes to add. This includes what was formerly known as Retroactive Add. If both the department chair and course instructor approve and department policy timelines including 10:55:00 AM

Approved: 11-23-09

Vote: 14-0-0

Present: Megan Baker, Steve Branz (non-voting), Karin Brown,  
Bill Campsey, Victor Culatta, Caroline Fee, Stacy Gleixner, Mo Han,  
Richard Kelley, James Lee, Elizabeth McGee, Rob Montross, Terry Pollack,  
Wiggys Siversten, Eloise Stiglitz

Absent: Eric Armendariz, Lizzie Orr, Marian Sofish

Financial Impact: Could increase the student enrollment before the census date which could increase or decrease state level funding to campus based on where we are with respect to enrollment targets

Workload Impact: Reduce workload on registrar as there will be reduced late enrollment petitions submitted after the census date