PETITION TO REGISTER LATE

Only students listed on the instructor’s WebAdvisor roster may attend class. The student must return this form to Student Services and register for class.

The instructor may accept or decline this petition based on their policy as indicated in their syllabus.

Upon registering, the student will receive an updated schedule to show the instructor that they are registered for class. When the student registers, the instructor’s WebAdvisor roster will immediately be updated.

The student is responsible for any and all missed course work, materials and assignments. Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class.

Student ID# ________________________________ Date ________________________________

Student Name ____________________________________________

Last    First    MI

- The student should not interrupt a class that is in session.
- The student will be registered for the class if there are still seats available when the student returns the signed form to register for the class. (Multiple students might have obtained this form to register for an open seat.)

Class Name ________________________________ Class # ________________________________

Start Date ________________________________ Day and Time ________________________________

Instructor ________________________________ Class Room __________________________________

Instructor’s Office Number _______________________ Phone No. ________________________________

Academic Department _______________________ Dept Phone No. ________________________________

Current course section available seats __________ as of ____________

(Date & Time)

Instructor Signature ________________________________ Date ________________________________

(If approved)