

# 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 the Registrar, 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

CLASS 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, DEPT 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 \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Distribution: White / Records Yellow / College Pink / Student

PTA/0415bl