

Petition for Late Add/Registration

Students wishing to add a course(s) to their schedules once the official registration period in CampusNet has expired and the enrollment form with instructor signature(s) is no longer valid must submit a Petition for Late Add/Registration.

Required petition components:

- Completed Petition for Late Add/Registration form
- Typed statement from the student describing the circumstances which prevented timely enrollment in the course(s). See reverse side for sample.
- Documented approval of the instructor(s) of the course(s). Attach a separate statement(s) or utilize the space provided on the reverse side.

If approved, payment in full (which may include a tuition surcharge or late registration fee) will be due immediately. Upon proof of payment, the course(s) will be added to the student's schedule. If the course(s) listed below are from a semester which has already concluded, it is the responsibility of the student to contact the instructor(s) and arrange for the submission of a final grade(s).

Name	Student ID#		
Street Address	City	State	Zip
Home Telephone	Alternative Telephone (work, cell)		

Semester/Year of Requested Late Add

- Fall 20____
 Spring 20____
 Summer 20____

Course(s) to be Added (listed by department and course number, i.e. "MTH 181")

With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature	Date
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Completed petitions should be turned in to the College of Sciences & Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences & Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu

<i>Office Use Only</i>	Date: _____	Committee Decision: _____	Initials: _____
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Instructor Recommendation

Instructor Signature	Date
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Instructor Recommendation

Instructor Signature	Date
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Instructor Recommendation

Instructor Signature	Date
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Instructor Recommendation

Instructor Signature	Date
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Sample Late Add/Registration Statement

April 30, 2010

Dear College of Sciences and Health Professions Academic Standards Committee:

Please allow me to add CHM 262 General Chemistry II and CHM 267 General Chemistry Lab II to my schedule for Spring 2010.

This is my first semester at Cleveland State, although I have already completed a year and a half of course work at the University of Toledo. As a transfer student, the CampusNet system did not recognize that I had already completed the equivalent to CSU's General Chemistry I at Toledo, and therefore I was blocked from scheduling for General Chemistry II. By the time CSU received my official transcript from Toledo and I was able to talk to the Faculty Advisor in Chemistry, the CampusNet registration deadline had passed. After speaking with the instructor, I was under the impression that the instructor had added me to the roster, but recently I was told that I am still not officially registered.

I have attached a note from the instructor, verifying that I have been attending this class regularly. Please let me know if there is anything else that I need to provide.

Student Name

Student ID #