LATE REGISTRATION PETITION

CLARK COLLEGE
ENROLLMENT SERVICES OFFICE
1933 Fort Vancouver Way
Vancouver, WA 98663
(360) 992-2183

CURRENT QUARTER: ☑ SUMMER ☑ FALL ☑ WINTER ☑ SPRING 20_______

Policy Overview
Clark College must follow State Board of Community and Technical Colleges guidelines related to course enrollment. In compliance with these guidelines we are required to document the reasons a student is registering after the census date. The information provided on this form is critical in determining whether a student’s enrollment will count toward the 10th day census (8th day in summer quarter). This petition must be received by the Enrollment Services office prior to the last day of the quarter (excluding finals).

Tuition and/or fees are due immediately upon late registration.
A petition is not required for section changes or level changes.

STUDENT

Name: ____________________________

Item # (example: 4321) ______________ Dept/Course # (example: ENGL& 101) ______________

Choose the reason you are registering after the 10th business day of the quarter (8th day in summer quarter):
Check one box:

☐ I had difficulty finalizing my Financial Aid.
☐ I had difficulty paying for my classes.
☐ Other (please explain): ____________________________

Student ID Number

STUDENT SIGNATURE: ____________________________ Date: ____________

INSTRUCTOR

I request that the above named student be considered for registration after the census date.

INSTRUCTOR SIGNATURE: ____________________________ Date: ____________

Student attended during the first 10 business days of the quarter (8 days for Summer) ☐ YES ☐ NO

ENROLLMENT SERVICES OFFICE USE ONLY

☐ APPROVED for backdate BACK DATE TO: ______________ YRQ ____________
☐ LOGISTICAL (FA) ☐ EXTENUATING (DNP) ☐ ADMINISTRATIVE (CLERICAL)
☐ NOT eligible for backdate

REGISTRAR SIGNATURE: ____________________________ Date ____________ Comment in SM4015 ____________
LATE REGISTRATION PETITION INSTRUCTIONS

The information provided on this form is critical in determining whether a student’s enrollment will count toward the 10th day census (8th day in summer). Clark College receives funding based on the total number of full-time equivalents (FTEs) that are included in this number each quarter. Failure to provide this information could result in a loss of funding used to provide necessary services to the student population.

STUDENT
Please fill out this form completely, using a separate form for each class for which you are registering late. Please include a thorough explanation for why you are requesting to register after the 10th day (8th day in summer quarter). Your signature is required. Take this form to your instructor to be filled out and then bring it to the Enrollment Services office to be formally registered.

INSTRUCTOR
Please sign this form after verifying that it has been completed by the student. You must indicate whether or not the student attended within the first 10 days of the quarter or the form will not be accepted.

ENROLLMENT SERVICES OFFICE
Please review the form in its entirety to make sure all requested information is complete. Process the registration and submit paperwork to the Director of Enrollment Services/Registrar for final approval and authorization for a backdate based on the circumstances.

eLearning & Columbia Tech Center Students
Instructors who teach eLearning courses may provide students with permission to register by using the electronic Instructor Permission Form located on ClarkNet.

Students taking eLearning classes ONLY who are unable to submit their paperwork in person should contact the Enrollment Services office for information on how to submit their Registration Form.

CTC students who are taking ALL of their courses at Columbia Tech Center (CTC) should contact the Student Affairs office at CTC for information on how to have their petition forwarded to the main campus.

eLearning and CTC students are responsible for monitoring their schedules online to verify that their registration has been processed. Once the registration has been processed, payment for the course(s) and applicable late fees must be made immediately.