

LATE REGISTRATION PETITION



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

DATE RECEIVED

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).

A non-refundable late registration fee of \$50 per class will be charged. Tuition and/or fees are due immediately.

A petition is *not* required for section changes or level changes.

STUDENT

Name: _____	Student ID Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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 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		
<input type="checkbox"/> APPROVED for backdate	BACK DATE TO: _____	YRQ _____
<input type="radio"/> LOGISTICAL (FA)	<input type="radio"/> EXTENUATING (DNP)	<input type="radio"/> ADMINISTRATIVE (CLERICAL)
<input type="checkbox"/> 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.

An alternate format of this document is available upon request.

Please contact Disability Support Services at (360) 992-2314 or (360) 992-2835 TTY.