

PETITION FOR REGISTRATION AFTER TENTH DAY



CLARK COLLEGE
REGISTRATION OFFICE
1933 Fort Vancouver Way
Vancouver, WA 98663-3598
(360) 992-2183

Date: _____

STEP 1: Print clearly using black or blue ink

Student Name: _____ Student ID Number: - -

Item # (example 4321) _____ Dept/Course # (example ENGL&101) _____ Section _____

Student's reason for late enrollment: _____

This petition must be received in the Registration Office prior to the last day of classes (i.e., prior to final exam week).

➔ Student's signature: _____

STEP 2:

FOR INSTRUCTOR USE ONLY:

I request that the above named student be considered for late enrollment. I understand that registration after the tenth day of the quarter may result in loss of FTE's to the college and loss of credit to my faculty teaching load.

➔ Instructor's justification for enrollment after the 10th day (required)

➔ First date student attended (do not leave blank) _____

➔ Instructor's Signature: _____

STEP 3: Take to Dean's office

➔ Instructional Dean's Signature _____

- DNP
- FA
- WL
- CE
- LC

STEP 4: Bring to Registration

FOR REGISTRATION OFFICE USE ONLY:

The above student has been approved for late enrollment.

Authorizing Signature _____

Report to SBCTC [enrollment date] _____ Yes No

Alternate format of this document is available upon request.
Please contact Disability Support Services at 360-992-2314 or 360-992-2835 TTY.

Petition For Registration After Tenth Day Instructions

The information provided on this form is critical in the determination of whether or not a student's enrollment will be counted as a part of the 10th day census. 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 needed to provide necessary services to the student population.

Step 1: STUDENT

Fill out this section 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. Your signature is required. Take this form to your instructor to be filled out, then to the Instructional Dean's office for signature. Bring to Registration to be re-enrolled in the class. Payment will be required immediately. Petitions will not be accepted after the quarter has ended.

Step 2: INSTRUCTOR

Fill out this section with the requested information including the reason why you are giving permission for this student to register in your class after the 10th day of the quarter. You must sign this form and include the student's first day of attendance in the course, in date format (MM/DD/YY), or the form will not be accepted.

Step 3: INSTRUCTIONAL DEAN

Please review the form in its entirety to make sure all of the requested information has been completed. If it has been completed, please sign on the signature line. The Administrative Assistant's signature will be accepted in the Instructional Dean's absence.

Step 4: REGISTRATION OFFICE

Please review the form in its entirety to make sure all requested information has been completed. Process the registration and submit to the Registrar for final approval and authorization for a back date based on the circumstances.

eLearning, CTC, CCW Students:

Instructors who teach eLearning courses may provide an email to the student with their permission to register, in place of a formal signature on the form. The email must contain the first date of attendance, in date format (MM/DD/YY). This printed email should be attached to the petition when presented to the Instructional Dean for approval.

Students taking eLearning classes ONLY may fax their petition, along with the instructor email with the required information, to the Instructional Dean for approval. Contact information for each department can be found on the Clark College website. Once approved, the Instructional Dean's office will forward the petition to the Registration Office for processing.

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

eLearning, CTC, CCW students should monitor their schedule online to verify their registration has been processed. Once the registration has been processed, payment for the course(s) must be made immediately.

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