

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

# LATE ADD PETITION

**Late Add Petition Process:** Campus departments and faculty receive credits only for official enrollments completed by each semester's census date. Only cases which can document a "technical error" on the part of the University, beyond the control of the student, will be considered after these dates. In addition, students must have been "eligible to enroll" by the census date to be considered. This includes, but is not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Students must be aware that expectations are completely at the discretion of the College and the University (either may deny the student's petition), and that the definition of "eligible to enroll" will become narrower as the semester progresses. Students will be notified in writing as to the results of their petition within two weeks of receipt.

Campus I.D.#: \_\_\_\_\_

Name: \_\_\_\_\_

SSN (NEW Students Only): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Course: \_\_\_\_\_

Department: \_\_\_\_\_

Course#: \_\_\_\_\_

Class#: \_\_\_\_\_

Section#: \_\_\_\_\_

Units: \_\_\_\_\_

<b>Term:</b>
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Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CPaCE USE ONLY**

Disqualified

Discontinued

Approved

Denied

Open University

Credit/Self Support Course

Signature: \_\_\_\_\_

Date: \_\_\_\_\_