



Online Course Late Registration Permit

<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Winter	<input type="checkbox"/> Summer

Students should **always** register prior to the first day of class. If space is available, you may register online through **Wednesday** of the first week of class. If you are unable to register, you may request special permission from the instructor to add the class during the first two weeks of instruction. *Instructors may deny your request if space is unavailable, you have missed class meetings or other instructional reasons apply.* There will be at least a 24- hour delay from the time of registration until you are able to login to the course. **WebReg is not available for late registration.**

You are **not** registered until you submit the signed form to Enrollment Services and pay all fees.

Student Name: _____ Student ID: _____
Last Name First Name

Signature: _____ Date: _____

Course ID	Section	Course Title	Units

If instructor approval was received via e-mail, check this box and include a copy of the e-mail with your registration form.

Instructor Approval: _____

Student: Upon approval, submit this form in person or fax this form immediately to the Enrollment Services office at 530-542-1781 to officially enroll in the course.

Extended Registration Petition (Required after Friday of Week 2)

If there were unusual extenuating circumstances beyond your control that caused you to be unable to register, you may petition the Dean of Instruction for extended registration. Registration is the responsibility of the student and extensions are rarely granted.

Reason for late registration petition:

<input type="checkbox"/> Medical	You were ill or injured during the regular registration period. You must attach a note from your doctor or medical facility documenting your illness and inability to register.
<input type="checkbox"/> Work	You did not register for work-related reasons. <i>Please explain the circumstances on the lines below or attach documentation of the circumstances.</i>
<input type="checkbox"/> Financial	You were unable to enroll due to financial hardship. <i>Please describe the circumstances on the lines below. Students are strongly encouraged to see the Financial Aid Office for assistance.</i>
<input type="checkbox"/> Cancellation	You did not register because you were enrolled in another class that was recently cancelled. Please list the class that was cancelled: _____
<input type="checkbox"/> Other	Please list other extenuating circumstances below and provide documentation if possible.

This Approval Expires 5 business days after instructor signs and dates.

Instructor - please verify attendance: Student has not yet attended (participated)
 Signature: _____ Student attended from _____ To _____

Dean of Instruction: Approved Denied
 Signature: _____ Date: _____

Office Use Only	Processed by: _____	Date: _____	Payment: \$ _____	Cash	M/V/D	BOGW	Check
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