



PETITION FOR LATE ENROLLMENT

Students requesting to register between the 6th and 10th instructional days of the quarter (5th and 8th days in summer) must submit an explanation for late enrollment to their instructor and request permission to add the class from both the instructor AND dean. Late enrollment will be permitted only in rare and unusual circumstances. Using the space at the end of this form, please explain in detail your reason for requesting to register after the 5th day of the quarter (4th day in summer). You may attach supporting documentation for your request.

Petition must be submitted in person or sent to the instructor from the student's go.shoreline email account. If your instructor provides initial approval, they will forward the petition to the appropriate division dean for a final decision. Notification will be sent to your college email address after a decision has been made. **If you receive initial approval from your instructor, please consult them about attending class while a final decision is pending.**

Student Name: _____ Quarter: SU ___ FALL ___ WTR ___ SP ___

Student ID Number: _____ Year: 20____ Phone: (____) _____

Name of Class/Course: _____ Item#: _____

Instructor's Name: _____

Student Email Address: _____@go.shoreline.edu Date: _____

This section is to be completed by the instructor and forwarded to the dean as soon as possible. If denied, please notify student before forwarding to dean:

Petition Decision: ___ Approved ___ Denied Student has been attending? Yes ___ No ___

If approved, describe plan for student success. If denied, provide rationale.

Instructor's Signature: _____ Date: _____

This section to be completed by the dean (or designee) and forwarded to Enrollment Services (ES) at sccadmis@shoreline.edu as soon as possible. If denied, please notify student before forwarding to ES:

Petition Decision: ___ Approved ___ Denied

Comments/Action: _____

Dean's Signature: _____ Date: _____

