

## LATE REGISTRATION PETITION FOR ADJUNCT ENROLLMENT

### INSTRUCTIONS:

1. Download the petition below and fill out the student information on the top portion of the form.
2. Obtain the required signatures from your graduate advisory committee chair and graduate coordinator. If you do not have a committee chair, please ask your graduate coordinator to sign in that capacity.
3. Take the signed form to the Graduate School for review and approval.
4. After the petition has been stamped as approved in the Graduate School, take it to the Center for Regional and Continuing Education to pay the required fees and complete the registration(s).

If you currently reside out of the area and it is not convenient for you to come to campus to complete this process, you may be able to take care of this by mail.

1. Check first with your graduate department to confirm that your committee chair and graduate advisor are willing to sign and forward the petition through campus mail as required.
2. If they agree to do so, send the completed petition to your committee chair with a check or money order for the required registration fees, and include clear routing instructions for the approval process (i.e., forward to graduate coordinator, then on to Graduate School-Zip 875, then on to the Center for Regional and Continuing Education-Zip 250). If you plan to pay by credit card, it will up to you to make arrangements with the Center for Regional and Continuing Education to pay the fees once the petition is received in that office.
3. To find out the exact amount of the fees, please contact the Center for Regional and Continuing Education at 530 898-6105.

You are invited to contact the Graduate School at 530 898-6880 if you have any questions about the petition and/or late registration process.

## LATE REGISTRATION PETITION FOR ADJUNCT ENROLLMENT

I request permission to enroll late in GRST 899, and I understand that:

1. While pursuing a master's degree, I must enroll each fall and spring semester until the degree is awarded. Either enrollment as a regular student or adjunct enrollment satisfy this requirement. Adjunct enrollment consists of registration in GRST 899 through the Center for Regional and Continuing Education. Open University or other extension enrollment cannot be substituted.
2. The registration deadline for GRST 899 in a given semester is the University census date (Friday of the fourth week of classes).
3. Late registration in GRST 899 requires clearance from my graduate advisory committee chair and the graduate coordinator, as well as a \$10 per semester late fee. I understand that I may also be required to reapply (with no application fee) and be readmitted to the program that I am pursuing.
4. I cannot request Health Center privileges if registering late for the semester in progress.
5. If I wish to add a class from a previous semester, fees must be paid in full at the time of registration, and I am responsible for seeking reimbursement from a sponsoring agency if applicable. (Regional and Continuing Education cannot bill for these fees.)

I would like to enroll in GRST 899 for the following semester(s) and year(s): \_\_\_\_\_

I plan to re-enroll as a regular student:      Yes            No

Semester and year of planned re-enrollment: \_\_\_\_\_

I certify that I have read and understand the above and that the information I provided is accurate.

SIGNATURE	DATE
NAME (PRINTED)	CHICO STATE ID NUMBER
ADDRESS	PHONE

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### Committee Chair's and Graduate Coordinator's Clearance

This student must be readmitted and will be subject to all requirements in the current catalog.

SIGNATURE OF GRADUATE ADVISORY COMMITTEE CHAIR	DATE
NAME (PRINTED)	DEPARTMENT
SIGNATURE OF GRADUATE COORDINATOR	DATE
NAME (PRINTED)	DEPARTMENT

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