

Late Registration Petition for Adjunct Enrollment

Office of Graduate Studies
California State University, Chico
Student Services Center Room 460
Chico, CA 95929-0875

If you need to complete adjunct enrollment for one or more semesters you must get permission from your graduate program by completing this petition. In consecutive semesters, a petition becomes necessary as of the **first day of classes** of the semester following the one in which you need to adjunct enroll.

Instructions:

1. Download and complete 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 Office of Graduate Studies for review and approval.
4. After the petition has been approved in the Office of Graduate Studies, take it to Regional & Continuing Education to pay the required fees and complete the registration(s).
5. **Registration and Payment must be made within 10 working days of Office of Graduate Studies approval or a new petition may be required.**

If you currently reside out of the area or it is difficult for you to come to campus to complete this process, you may petition and enroll by mail.

1. Check first with your graduate department to confirm that your committee chair and graduate coordinator are willing to sign and forward the petition through campus mail as required.
2. If they agree to do so, mail 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 to the Office of Graduate Studies-Zip 875, then to Regional & Continuing Education (RCE)-Zip 250). If you plan to pay by credit card, it will be up to you to arrange with RCE to pay the fees once the petition is received in that office.
3. To find out the exact amount of the fees, please contact RCE at 530-898-6105.
4. The Office of Graduate Studies will notify you by email when the petition has been approved and sent to RCE.
5. **Registration and Payment must be made within 10 working days of notification of Office of Graduate Studies approval or a new petition may be required.**

You may contact the Office of Graduate Studies at 530-898-6880 if you have any questions about the petition and/or late registration process.

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Office of Graduate Studies
California State University, Chico

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

1. While pursuing a master's degree, I must enroll each 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 Regional & 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. Fees must be paid in full at the time of registration, and I am responsible for seeking reimbursement from a sponsoring agency if applicable.
6. **This petition is valid for 10 working days once approved by the Office of Graduate Studies.**

GRST 899 semester(s) and year(s) enrollment request: (Ex: Fall 20XX, Spring 20XX)

I plan to re-enroll as a regular student: (please mark one) 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

CHICO STATE ID #

NAME (PRINTED)

CHICO STATE EMAIL

ADDRESS

PHONE

Committee Chair and Graduate Coordinator Approval

This student may continue in the program under their original catalog

This student 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