



Petition to Add a Class After the Deadline

Petitions to Add a class after the published deadline are accepted for review when a student has extenuating circumstances that prevented them from adding the class prior to the deadline or NAU error (see page 2 for Acceptable/Unacceptable reasons). Students must supply documentation supporting the student's reason and obtain the below approvals. Once the student signs/dates this form, all other signatures/dates must be obtained within 2 weeks.

A LATE ADD PROCESSING FEE OF \$25.00 IS REQUIRED FOR EACH PETITION PROCESSED AFTER THE PUBLISHED ADD DEADLINE. THE LATE ADD PROCESSING FEE FOR M16 WEEK CLASSES IS \$100 PER TERM FOR CLASSES ADDED AFTER THE PUBLISHED 21 DAY CENSUS DATE. THESE FEES ARE NON-REFUNDABLE.

Student Name: _____ Student ID Number: _____
Last First MI

Student Email: _____@nau.edu Student Phone Number: (____)____-_____

U/G Student Grad Student Student Campus: _____

Term (check one): Fall Winter Spring Summer (Session _____) 20_____

Class Information: Course Title: _____ Class Number: _____

Course Prefix: _____ Course Number: _____ # of Units: _____ Embedded Lab Class Number: _____

I have attached the required documentation. Petitions without documentation as stated on page 2 will be denied.

In the space below, please provide specific reasons why this petition should be approved (attach supporting documentation):

Student's Signature _____

Date (Required) _____

REQUIRED PERMISSIONS AND STAMPS

(all approvals must be obtained within two weeks and the form/documentation submitted for processing immediately)

All approvals/ denials may be in the form of an attached email trail from the faculty/ staff's NAU email account that specifies their approval/ denial to add the course after the deadline.

<input type="checkbox"/> Reviewed By (Required)	Advisor's Signature	Date (Required)	Department Stamp
<input type="checkbox"/> Approved <input type="checkbox"/> Time Conflict Override	Instructor's Name (PRINT)	Date (Required)	Department Stamp
	Instructor's Signature		
<input type="checkbox"/> Denied			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Dean's/Designee's Signature (Academic unit offering class)	Date (Required)	Department Stamp

Office of the Registrar

PO Box 4103
Flagstaff, AZ 86011
Phone: 928-523-5490
Fax: 928-523-1414
Registrar.Enrollment@nau.edu

Once approvals are secured, the petition and documentation must be submitted immediately to the Registrar's Office for processing.

Enrollment and Student Services

PO Box 4050
Flagstaff, AZ 86011
Phone: 800-426-8315 or 928-523-4212
Fax: 928-523-7330
EMSAEnrollment@nau.edu

Online and Community Campus Students may work through the Student Service Center for assistance collecting the Advisor, and Dean's/ Designee signatures.

REGISTRAR'S OFFICE ONLY!

Processed By _____

Date (Required) _____

Posted: Census Fee Late Add Fee

Waived: Census Fee Late Add Fee

Guidelines for Petitions to Add After the Deadline

Documentation below MUST be provided with petition. Petitions without documentation as stated below will be denied.

Petitions that do merit an exception to policy:

- Newly created class (Email or memo from the person/department stating that the course was created late must be attached to the form.)
- Cohort
- Personal Emergency (Example: Illness, family emergency)
- In the wrong class number (switching sections)
- NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly) Email or memo from the person/department owning the error must be attached to the form.
- Student was dropped for non-payment. **Applicable for Summer and Winter terms only!**
 - *Documentation requirement for students dropped for non-payment must be attached to the completed petition form:*
 - From each course being petitioned, an email or memo on NAU letterhead from the instructor stating the following: Course, term, name of student, and the statement that the student has had continuous participation in the course.
 - Payment arrangements **MUST** be made immediately after the add is processed in order to remain in the class. If the student is dropped for non-payment, a new form will be required to re-enroll into the class.

Situations that DO NOT merit an exception to policy:

- Didn't have money at the time or did not pay fee on time
- Wanted to see if I'd like the class
- Simply attended class and waited until after the deadline to add (Per NAU Faculty Handbook, faculty members must NOT permit students who have not completed the registration process to remain in the class.)
- Financial aid wasn't guaranteed yet (*Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time*)
- Forgot to register or was not aware that the course was needed for graduation plan
- Did not have the class number or other information necessary to register

ONLINE AND COMMUNITY CAMPUS STUDENTS ONLY:

Online and Community Campus Students may work through the Student Service Center for assistance collecting the Advisor and Dean's/ Designee's signatures. The instructor approval/ denial may be in the form of an email from the faculty's NAU email account that specifies their approval to add the course after the deadline.

Enrollment and Student Services

PO Box 4050, Flagstaff, AZ 86011

Phone: 800-426-8315 or 928-523-4212

Fax: 928-523-7330

ServiceCenter@nau.edu