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

NAU NORTHERN ARIZONA UNIVERSITY

ADD A COURSE AFTER THE DEADLINE PETITION

This form may be used to petition for enrollment into a course after the add deadline has passed.

Write the Term and Year you wish to petition: (ex. Spring 2019) _____

Name, _____, _____, _____
First   Last   MI

Student ID#: _____ ☐ Undergraduate ☐ Graduate ☐ F1-J1 Student ☐ Athlete

Campus: _____

Phone Number: (_____)_____ Email: _____@NAU.EDU

Add

Subject & Catalog #: _____ Class #: _____ Embedded Lab #:_____
ex: BIO 181   ex: 2425   Total # of Units: _____
Standalone labs MUST have their own petition if adding both a lab and a lecture.

Reason

Please provide a brief description of the circumstances that prevented you from adding the class before the deadline:
_____
_____
_____
_____
_____
_____

REQUIRED PERMISSIONS

(All approvals must be obtained within two weeks and the form and documentation submitted for immediate processing. Signatures may be submitted via email.)

	Instructor Name (Print)	Instructor Signature	Date (Required)
Approved Denied Time Conflict Override			
☐ Approved ☐ Denied	Dpt. Chair Name (Print)	Dpt. Chair Signature	Date (Required)
☐ Approved ☐ Denied ☐ Waive Processing Fee Due to NAU Error	College Dean/Designee Name (Print)	College Dean/Designee Signature	Date & Stamp Required)

Acknowledgments

I have completed this form and acknowledge the following:

- ☐ I have completed the checklist on the back of this form and provided all required documentation.
- ☐ I have two weeks to submit the completed form from the date I have signed at the top of the form.
- ☐ I will be charged a $25 fee, or for an M16 course, a $100 fee after 21st day of the semester.
- ☐ I am joining a course already in progress, I will contact the instructor to determine how I will be successful.

Student Signature _____, Date: _____

Registrar's Use ONLY

Documentation Requirements to Add A Course After The Deadline

Please select one reason below and complete the checklist. When all boxes are checked, sign the front of this document and submit this form with your additional paperwork and documentation to the Registrar's Office from your NAU email account to Registrar.Enrollment@nau.edu.

Police reports, divorce decrees, legal paperwork, file notes, medical receipts, or prescriptions are not sufficient documentation.

Submission *without* ALL documentation will result in the denial of the petition.

- ☐ Newly created class
    - ☐ Provide an email or memo from the person/department stating that the course was created late.
- ☐ Cohort
- ☐ In the wrong class number (switching sections)
- ☐ NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly)
    - ☐ Required documentation:
        - ▪ Email or memo from the person/department owning the error must be attached to the form.
- ☐ Personal Emergency (Example: Illness, family emergency)
    - ☐ Required documentation: A signed and dated letter on official letterhead from your (or your family member's) attending health care provider, counselor, or licensed practitioner, which specifies the following:
        - ▪ The date of onset of illness or accident
        - ▪ The dates you (or your family member) were under professional care
        - ▪ The general nature of the medical condition
        - ▪ How it prevented you from enrolling in the course prior to the deadline.

    - ☐ Write a personal statement and include:
        - ▪ Dates congruent with circumstances and timelines in your petition and documentation.
        - ▪ Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.
- ☐ Student was dropped for non-payment. **Applicable for Summer and Winter terms only**!
    - ☐ Required documentation:
        - ▪ 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.

ONLINE AND COMMUNITY CAMPUS STUDENTS ONLY:

Online and Community Campus Students may work through the Student Service Center for assistance collecting the Chair's 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