

## 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.)

Approved Denied Time Conflict Override	Instructor Name (Print)	Instructor Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Dpt. Chair Name (Print)	Dpt. Chair Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> 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**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Late Add/Census Fee:  Posted  Waived

## **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](mailto: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.