



PETITION TO ADD AFTER PUBLISHED DEADLINE

Return petition to the Admissions and Records Office
ADMISSIONS AND RECORDS OFFICE HOURS (831) 646-4002/4007
Monday – Thursday: 8:00am – 6:30pm Friday: 8:00am – 2:30pm

You will not be notified by mail. Please check WebReg for your petition status.

OFFICE USE ONLY

Received in A&R Date/Initial _____ Date of meeting _____ Computer _____

Student completes Part A (front) & Part C (back)

Do not write in Part B

PART A (Please print clearly in ink or type) You will not be notified by mail. Please check WebReg for your petition status.

Name _____
First MI Last

MPC Student ID # ____ / ____ / ____

Address _____
Number Street

Phone Number (____) _____
area code number

City State Zip code

International Student YES ____ NO ____

E-mail address _____

PART B

FOR OFFICIAL COLLEGE USE ONLY

- [] You have been given permission by the Academic Council to register beyond the deadline for the class(es) listed on Part C for _____20_____.
- [] You have until _____to register. *If you do not register by this date, this petition is void.*
- [] You must bring this petition and an Add/Drop Form to the Admissions and Records Office to register. If the registration deadline has not passed use an Add Code to register by WebReg.
- [] You have been denied permission to enroll in_____. The Academic Council found no extenuating circumstances to grant your request.
- [] You may ask the instructor to establish an Independent Study course or a later starting section of the course.
- [] No action was taken, you provided insufficient information.
- [] Other:_____

Laurence E. Walker, Dean of Student Services
Chair, Academic Council

Date

OVER PLEASE

Incomplete forms will be returned without consideration

PART C

Petitions will not be approved for students who enter a class after the second week for semester length courses or 20% of short term courses.

1. Explain the circumstances directly related to your reason for not registering by the official registration deadline.

2. Instructor Verification: **Petitions will not be approved for students who enter a class after the census date for your class, establishing a late starting section would be advisable.**

Class # 1 (all items must be completely answered or the petition will not be considered)

Section Number (4 digits)	Department & Number	Date Student Began Class	Instructor's Signature	Today's Date

Your reason for permitting student to remain in course without proof of registration:

Class # 2 (all items must be completely answered or the petition will not be considered)

Section Number (4 digits)	Department & Number	Date Student Began Class	Instructor's Signature	Today's Date

Your reason for permitting student to remain in course without proof of registration:

Class # 3 (all items must be completely answered or the petition will not be considered)

Section Number (4 digits)	Department & Number	Date Student Began Class	Instructor's Signature	Today's Date

Your reason for permitting student to remain in course without proof of registration:

Student's Signature: _____ Date: _____