California State University, Los Angeles

Records Office, records@calstatela.edu

Petition to Add a Class after Census

Faculty and University policy govern the ability of students to officially enroll in classes. The deadline to add classes for the semester was the eleventh business day after the term began. As a courtesy, the University accepted authorized requests to add through Census for the semester with the payment of a $25 late submission fee to allow the campus, departments and students to receive credit for courses. It has been clearly stated that:

It is the student's responsibility to ensure that their class schedule accurately reflects the classes they are attending. They are encouraged to confirm their schedule on GET.

Late Add Petition Process:
The campus, departments and faculty receive credit only for official enrollments completed by **Census**. **Only cases of a documented "technical error" on the part of the University, beyond the control of the student, may be considered after this date. In addition, students must have been "eligible to enroll" by census to be considered.** This includes, but is not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Students must be aware that exceptions are completely at the discretion of the Colleges and the University, (either may deny the student's petition) **and that the definition of "eligible to enroll" becomes narrower as the semester progresses**. Students are notified via email by the Records Office as to the results of their appeal.

Student Check List

To ensure that your petition to add a class after Census is reviewed, you must create a document including all of the following information and submit your petition to Records (records@calstatela.edu):

- List the department & number of the class, section number, class number and units
  (Example: MATH 2200 03 95680 3 units)

_____	_____	_____	_____	_____
Department	Course #	Section #	Class #	# Units

- A memo from the department of the class on department letterhead, describing the **technical error with the Instructor, Department Chair and Dean of the College's email approval**.
  --signature stamps & proxy signatures will not be accepted.
  Note: Departments and Colleges may have additional requirements.
- Payment of late submission fee ($25).
- Your personal statement and any appropriate supporting documentation.
- Your current address and a phone number where you can be contacted if necessary.
- In addition, if you are requesting to attempt a class for the third time, you must also include an approved Repeat Limit Exception Request.