

San Jacinto Campus  
1499 N. State Street  
San Jacinto, CA 92583  
(951) 487-3215

Menifee Valley Campus  
28237 La Piedra Rd.  
Menifee, CA 92584  
(951) 639-5215

Temecula Valley Campus  
41888 Motor Car Parkway  
Temecula, CA 92591  
(951) 639-5205

San Geronio Pass Campus  
3144 W. Westward Ave.  
Banning, CA 92220  
(951) 922-1327

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_

ID# \_\_\_\_\_

Term/Year: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSTRUCTIONS**

- 1) After the late add code period (Monday of the third week of the semester for a full-term class, shorter for summer and short-term classes) a student who wishes to enroll in a class must petition to do so.
- 2) Student must complete **Section I** and take it to the instructor. Instructor must complete **Section II**. **Once completed and signed by student and instructor, return the petition to Enrollment Services.**
- 3) It is the responsibility of the student to contact the Enrollment Services Office within three (3) **business days** after submitting to determine the outcome of petition.
- 4) If approved, student must return to Enrollment Services to register for class(es) and pay fees if owed.
- 5) Due to the late nature of this petition, no refund will be provided once registered and a drop will result in a "W" grade.
- 6) If this petition is denied—the student may appeal the decision, in writing, to the Academic Standards Committee.

**I TO BE COMPLETED BY STUDENT (Please Print)**

Course Title# \_\_\_\_\_ Section# \_\_\_\_\_ Instructor \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Have you been attending the class for which you are petitioning? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please enter first date of attendance..... Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Please explain fully, the reason for this late action: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**II TO BE COMPLETED BY INSTRUCTOR**

First date of student attendance in class Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Is student capable of making up work missed? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you approve of this petition? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, why? \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Deferred  Denied

Date Processed: \_\_\_\_\_ Comments: \_\_\_\_\_

Date Student Notified: \_\_\_\_\_

Date Registered: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOID IF NOT REGISTERED WITHIN 7 BUSINESS DAYS**