



IDAHO STATE UNIVERSITY
LATE RE-ENROLLMENT PETITION
 (Applicable for current semester only; please see directions on back)

Petition # _____
___ Fall _____
___ Spring 20___
___ Summer (year)

_____ E-mail: _____
 (Student name) (ISU ID number)

_____ - _____
 (Full Mailing Address) (Telephone number)

_____ (Class level) _____ (Major) _____ (College)

I petition to be allowed to re-enroll and/or pay fees after the deadline. (Please explain.)

_____ (Student signature) _____ (Date)

_____ (Advisor signature) _____ (Date)

****NOTE TO INSTRUCTOR:** This student has requested to be allowed to re-enroll/pay for courses after the deadline. Please sign on your course line below if the student is attending class and **you approve** this re-enrollment for your course.

I wish to re-enroll for the following courses:

Index #	Dept.	Course #	Section #	# Credits	Instructor Approval	Department Chair	Date
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

****NOTE TO FINANCE OFFICE:** This student is permitted to re-enroll ONLY in courses where instructor permission has been granted. This student must meet all admission, academic, and other university requirements and pay all appropriate fees including a late registration fee. ***If a student is re-enrolled in classes, they are responsible for fee payment, even if they withdraw from class, stop attending, or are not eligible for financial aid.***

() Approved
 () Denied

 Dean, College of the Student's Major Date

() Approved
 () Denied

 Dean of the Graduate School Date

() Approved
 () Denied

 Finance and Administration Date

Instructions for usage of the Late Re-enrollment Petition (current semester or summer session only):

- 1) Who uses this form?
 - a. Students who have been disenrolled from classes in the current semester.
- 2) Student meets with advisor to determine whether late re-enrollment is in the student's best interest. Ability to pay fees is an important determination in the decision. Student should have realistic plans for fee payment.
- 3) If the advisor concurs with late re-enrollment, the student fills out the petition, including the course level information required.
- 4) Advisor signs the petition. This type of petition usually requires quick action, thus it is recommended that the student take it personally through each step, as possible. (Note: From outreach sites, faxing can help expedite the petition.)
- 5) Student obtains instructor and department chair signatures for each course. These signatures indicate agreement with late re-enrollment, but cannot guarantee successful performance in the course. After all instructor and department chair signatures are obtained, the student forwards the petition to the appropriate college dean's office (dean of the college of the student's major), and if a graduate student, then next to the Graduate School.
- 6) The final signatory forwards the petition to the Office of Finance and Administration, where, if approved, the petition is logged in and the student is re-enrolled for approved courses.

Note: Requests for registering and paying for classes from a prior semester should be rare. If such an occasion arises, the student must use a normal undergraduate or graduate petition, and such a request requires all of the normal signatures plus the Provost's signature.