



**IDAHO STATE UNIVERSITY**  
**LATE REGISTRATION/LATE FEE PAYMENT PETITION**  
 (Applicable for current semester only; please see directions on back)

Petition # _____
___ Fall _____
___ Spring 200___
___ Summer (year)

\_\_\_\_\_ E-mail: \_\_\_\_\_  
 (Student name) (ISU ID number)

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (Full Mailing Address) (Telephone number)

\_\_\_\_\_ (Class level) \_\_\_\_\_ (Major) \_\_\_\_\_ (College)

I petition to be allowed to register 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 register/pay for courses after the deadline. Please sign on your course line below if the student is attending class and **you approve** this registration for your course.

I wish to register for the following courses:

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

**\*\*NOTE TO REGISTRAR AND FINANCE OFFICE:** This student is permitted to register late 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.  
**Approval on this petition expires 10 working days after the last date authorized below.**

( ) Approved  
 ( ) Denied \_\_\_\_\_  
 Dean, College of the Student's Major Date

( ) Approved  
 ( ) Denied \_\_\_\_\_  
 Dean of the Graduate School Date

Instructions for usage of the Late Registration / Fee Payment Petition (current semester or summer session only):

- 1) Who uses this form?
  - a. Students who have not yet paid fees for any classes in the current semester, and
  - b. Students already registered for other classes, who want to add another class beginning the 11<sup>th</sup> week of the semester (after the deadline for withdrawing from single courses).
- 2) Student meets with advisor to determine whether late registration is in the student's best interest. Ability to pay fees is an important determination in the decision. Student should have realistic plans for finances, so that fees can be paid within 10 days of an approved petition and pre-registration.
- 3) If the advisor concurs with late registration, 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 registration, 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 Registration and Records, where, if approved, the petition is logged in and the student is pre-registered for approved courses. The Office of Registration and Records faxes a copy of the petition to the Cashier's Office for billing. The Office of Registration and Records also sends an email notice and mails a letter to the student notifying her/him of the date by which the petition's approval expires. The notices will be sent to the email and mailing addresses listed on this petition. Fee payment, including appropriate late fees, must occur prior to or on that date. The date will be 10 working days after the date of final authorization on the petition.

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.