Online Course Late Registration Permit

Quarter (check one):	
☐ Fall	☐ Spring
☐ Winter	☐ Summer

Students should always register prior to the first day of class. If space is available, you may register online via Passport through Wednesday of the first week of class.

- **Before the first day of class:** If the class is full, you may add yourself to the waitlist. You will be notified through your LTCC email account if a space opens. Check your email frequently since you will only have one day to enroll after notification.
- **After class begins:** You may request special permission from the instructor to add the class. *Instructors may deny your request if space is unavailable, you missed class meetings or other instructional reasons apply.* The instructor will give first priority to students who have placed themselves on the waitlist. There will be a 24-hour delay from the time of registration until you are able to login to the online course.

⇨ **You are not registered until you submit the signed form to Admissions & Records and pay all fees. You may submit the form in person, send a scanned copy to webreg@ltcc.edu, or fax to 530-542-1781.**

Student Name: _____ Student ID: _____
(please print)

Signature: _____ Date: _____

Course ID	Section	Course Title	Units

☐ If instructor approval was received via email, check this box and include a copy of the email with your registration form.

Instructor Approval - please verify attendance: ☐ Student has not yet attended (participated)

Signature: _____ ☐ Student attended from _____ to _____

Extended Registration Petition – *Approval by the dean is required after the 2nd week of class*

- **Extenuating Circumstances:** If you were unable to register due to unusual extenuating circumstances beyond your control, you may petition for extended registration. Registration is the responsibility of the student and extensions are rarely granted.

Reason for late registration petition:

☐	Medical	You were ill or injured during the regular registration period. You must attach a note from your doctor or medical facility documenting your illness and inability to register.
☐	Work	You did not register for work-related reasons. *Please explain the circumstances on the lines below or attach documentation of the circumstances.*
☐	Financial	You were unable to enroll due to financial hardship. *Please describe the circumstances on the lines below. Students are strongly encouraged to see the Financial Aid Office for assistance.*
☐	Cancellation	You did not register because you were enrolled in another class that was recently cancelled. Please list the class that was cancelled: _____
☐	Other	Please list other extenuating circumstances below and provide documentation if possible.

_____

_____

Dean of Instruction: ☐ **Approved** ☐ **Denied**

Signature: _____ **Date:** _____

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