


# Petition For Late Addition Of Classes

Open the [Petition For Late Addition of Classes Form in Adobe Experience Manager \(AEM\)](#).

Note that you will be prompted to [log in to Adobe Experience Manager](#) with your campus username and password.

Upon accessing the form, your information will auto-populate


**Petition For Late Addition Of Classes**

Case ID  
1024122

Student Information

Late Adds Information

Signatures

STUDENT INFORMATION

Student Identification Number:	First Name:	Last Name:	Home Telephone:
800123456	Sam	Wilson	714-123-4567
Cell Phone:	Address:		City:
714-123-4568	123 Main Street		Fullerton
State:	Zip Code:	Email:	Expected Date Of Graduation:
Californi	92834	samwilson@csu.fullerton.edu	05/31/2022
Today's Date:	Term	Degree Objective:	
09/03/2020	Fall 2020		
Major:			

Submit

## Step 1:

Click on the **Late Adds Information** tab

1024162

Student Information

Late Adds Information

Signatures

## LATE ADDS INFORMATION

To know the correct Class Number: [Click Here](#)


Please enter Class Number and hit the tab key to populate Semester Taken, Department/Course #, 5 Digit Schedule Number and Number of Units. If you want to add multiple courses, please click Add Class button

Add Class

Remove Class

## Step 2: Optional

If you do not know the correct Class Number, you can click on the link to be taken to the **Class Search** feature


**Petition For Late Addition Of Classes**

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Student Information
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### LATE ADDS INFORMATION

To know the correct Class Number: [Click Here](#)

Please enter Class Number and hit the tab key to populate Semester Taken, Department/Course #, 5 Digit Schedule Number and Number of Units. If you want to add multiple courses, please click Add Class button

Add Class Remove Class

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in detail the reason for your failure to add this course prior to the deadline:

Complete these questions:

Class Number -

\* Have you attended this course continuously since it began?

☐ Yes ☐ No

If not, when did you first attend this course?

 mm/dd/yyyy

\* Is this a mini or short course?

☐ Yes ☐ No

If yes, on what date did it begin?

 mm/dd/yyyy

Submit

## Step 3:

Enter the **Class Number** and hit the tab button



## Petition For Late Addition Of Classes

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### LATE ADDS INFORMATION

To know the correct Class Number: [Click Here](#)

Please enter Class Number and hit the tab key to populate Semester Taken, Department/Course #, 5 Digit Schedule Number and Number of Units. If you want to add multiple courses, please click Add Class button

Add Class

Remove Class

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
					

The following fields will populate:

- The Semester Taken
- Department Course #
- 5 Digits Schedule Number
- Number of Units

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	158642	3	

### Step 4:

Enter a detailed reason for failing to add the course prior to the deadline

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	008163	3	

### **Adding more classes**

You can add up to 5 classes

- To add additional classes proceed to **Step 5**
- If you do not want to add any additional classes, skip to **Step 8**

### **Step 5:**

Click on the **Add Class** button

The screen will refresh to show you another row



## Petition For Late Addition Of Classes

Case ID

1024128

Student Information

Late Adds Information

Signatures

### LATE ADDS INFORMATION

To know the correct Class Number: [Click Here](#)

Please enter Class Number and hit the tab key to populate Semester Taken, Department/Course #, 5 Digit Schedule Number and Number of Units. If you want to add multiple courses, please click Add Class button

Add Class

Remove Class

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	587462	3	Mistakenly added the incorrect class

### Step 6:

Enter the **Class Number** and tab to populate the course information

Add Class

Remove Class

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	008163	3	Mistakenly added the wrong class

The following fields will populate:

- The Semester Taken
- Department Course #
- 5 Digits Schedule Number
- Number of Units

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	158642	3	

## Step 7:

Enter a detailed reason for failing to add the course prior to the deadline

Add Class

Remove Class

* Class Number	Semester Taken	Department/ Course # (ie: Afro 311)	5 Digit Schedule Number	Number Of Units	Explain in <u>detail</u> the reason for your failure to add this course prior to the deadline:
24300	2207	MGMT 449	584623	3	Mistakenly added wrong class
25547	2207	COMM 598	857412	3	

## Step 8:

Scroll down to the bottom of the screen and answer the two questions



Complete these questions:

	<b>Class Number -</b>	24300 - MGMT 449	
1	* Have you attended this course continuously since it began?	<input type="radio"/> Yes <input type="radio"/> No	If not, when did you first attend this course? <input type="text" value="mm / dd / yyyy"/>
2	* Is this a mini or short course?	<input type="radio"/> Yes <input type="radio"/> No	If yes, on what date did it begin? <input type="text" value="mm / dd / yyyy"/>

## Step 9:

Provide the dates for the two supplemental questions (if appropriate)

Complete these questions:

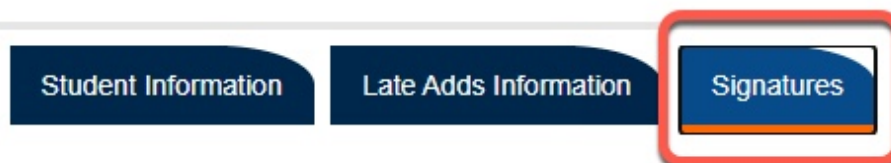
		Class Number -	24300 - MGMT 449	
1	* Have you attended this course continuously since it began?	<input type="radio"/> Yes <input type="radio"/> No	If not, when did you first attend this course?	mm / dd / yyyy 
2	* Is this a mini or short course?	<input type="radio"/> Yes <input type="radio"/> No	If yes, on what date did it begin?	mm / dd / yyyy 

If you are an EIP student, skip to **Step 14**

If you are an EIP-Open University Student, skip to **Step 19**

### Step 10:

Click on the **Signatures** tab



### Step 11:

Check the box to indicate that the information you provided is accurate and true



## Petition For Late Addition Of Classes

Student Information

Late Adds Information

Signatures

### STUDENT SIGNATURE


☐

I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:

Comments:

### Step 12:(Optional)

If you would like to add any additional you can do so in the Comments field

Student Information

Late Adds Information

Signatures

### STUDENT SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:



Comments:

### Step 13:



When you are ready to submit, click on the **Submit** button

## Petition For Late Addition Of Classes

Student Information
Late Adds Information
Signatures

**STUDENT SIGNATURE**

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:

Comments:

Submit

←

The screen will refresh to a confirmation screen upon successful submission

## Petition For Late Addition Of Classes

Thank you for submitting the Petition For Late Addition Of Classes (Late Adds) form

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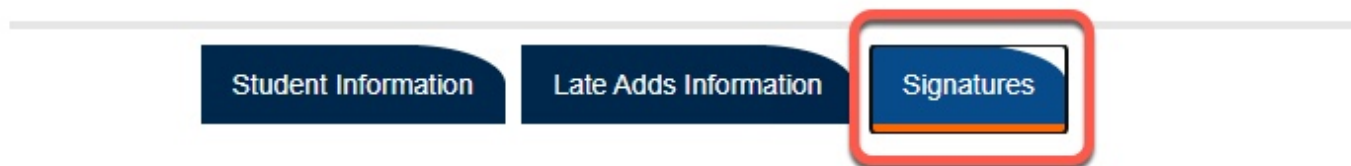
## EIP Students



Before continuing with Step 14, go through Steps 1-9 first

### Step 14:

Click on the Signatures tab



### Step 15:

Read the important notice in the **Signatures** tab

**Petition For Late Addition Of Classes**

Case ID  
1024139

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**Signatures**

**STUDENT SIGNATURE**

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

☐ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:  \* Date:

Comments:

**Submit**

### Step 16:

Check the box to indicate that the information you provided is accurate and true

**Petition For Late Addition Of Classes**

Case ID

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Late Adds Information

Signatures

**STUDENT SIGNATURE**

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

☐
 I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:

Comments:

## Step 17: (Optional)

If you would like to add any additional you can do so in the Comments field

**STUDENT SIGNATURE**

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

☒
 I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:

Comments:

## Step 18:

When you are ready to submit, click on the **Submit** button

### STUDENT SIGNATURE

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

Sam Wilson

\* Date:

09 / 03 / 2020

Comments:



Submit

The screen will refresh to a confirmation screen upon successful submission



### Petition For Late Addition Of Classes

Thank you for submitting the Petition For Late Addition Of Classes (Late Adds) form

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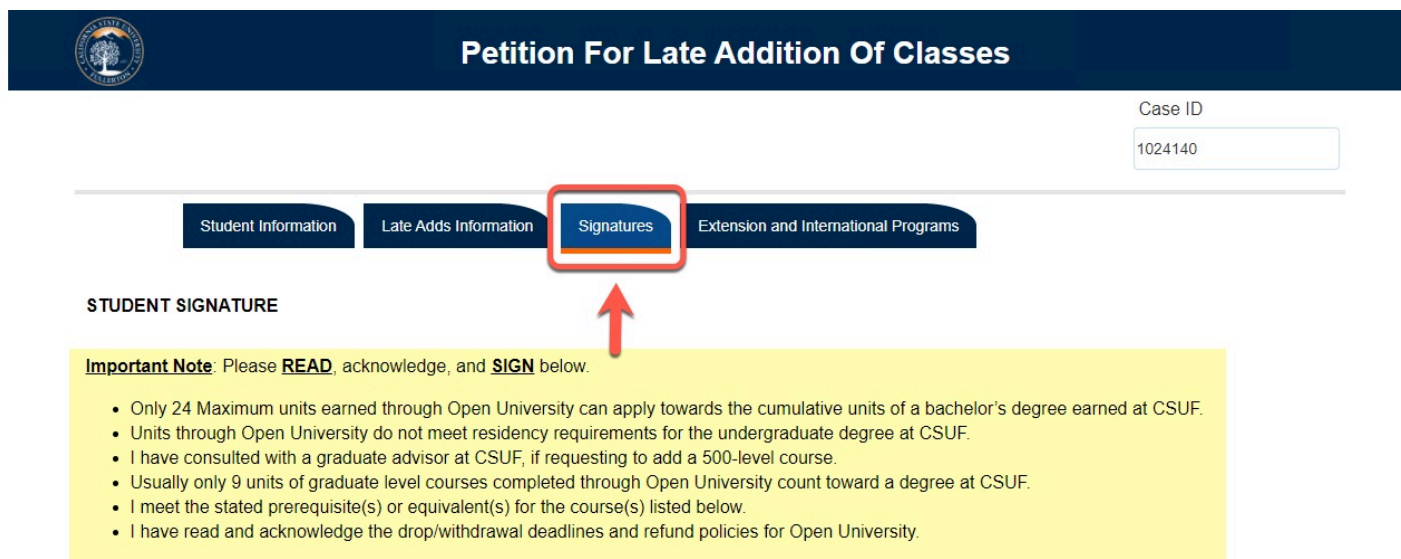
## EIP Open University



Before continuing with Step 19, go through Steps 1-9 first

## Step 19:

Click on the Signatures tab



**Petition For Late Addition Of Classes**

Case ID: 1024140

Student Information | Late Adds Information | **Signatures** | Extension and International Programs

**STUDENT SIGNATURE**

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

## Step 20:

Read the important notice in the **Signatures** tab



**Petition For Late Addition Of Classes**

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Student Information | Late Adds Information | **Signatures** | Extension and International Programs

**STUDENT SIGNATURE**

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

## Step 21:

Check the box to indicate that the information you provided is accurate and true



## STUDENT SIGNATURE

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

 ☐ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

\* Date:

mm / dd / yyyy

Comments:

## Step 22:

If you would like to add any additional you can do so in the Comments field

## STUDENT SIGNATURE

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

\* Signature:

Sam Wilson

\* Date:

09 / 03 / 2020

Comments:

Submit

## Step 23:

Click on the **Extension and International Programs** tab

## Petition For Late Addition Of Classes

Case ID

Student Information

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Extension and International Programs

Open University Enrollment Application

A. All students must complete the following section:

### OPEN UNIVERSITY ENROLLMENT APPLICATION

Students must register according to published deadlines. Enrollment is on a “space available” basis and is determined at the time of registration.

### Step 24:

Select the appropriate response to the registration question

## Petition For Late Addition Of Classes

Case ID

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Extension and International Programs

Open University Enrollment Application

A. All students must complete the following section:

B. Non-U.S. Citizens must complete the following section:

C. Application Certification

### OPEN UNIVERSITY ENROLLMENT APPLICATION

Students must register according to published deadlines. Enrollment is on a “space available” basis and is determined at the time of registration.

First Name:

Last Name:

Middle Name:

CSUF Student ID:

Why are you registering through Open University? (Please Select One)

☐ Re-Entry to CSUF

☐ DQ from CSUF

☐ Prerequisite for Grad Program

☐ Graduate Level Course

☐ Undergrad Transfer, if so, what College

☐ Guest (other college) if so, what College

☐ Prerequisite for Credential

☐ Credential Course

☐ Others

Submit

### Step 25:

Select the **All students must complete the following section** side tab

Petition For Late Addition Of Classes // Downloaded: 08-28-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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**Petition For Late Addition Of Classes**

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Extension and International Programs

Open University Enrollment Application  
  

**A. All students must complete the following section:**

 B. Non-U.S. Citizens must complete the following section:  
  
 C. Application Certification

**Section (A): All students must complete the following section:**

Are you currently officially enrolled (matriculated) or authorized to enroll as a Cal State Fullerton student? ☐ Yes ☐ No  
**If yes**, you are not eligible to enroll through Open University.

Did you attend, for at least three years, a high school or college in which English was the principal language of instruction?..... ☐ Yes ☐ No

**If no**, did you bring documentation of a TOEFL score of 61, IELTS 5.5 or PTE 43 or higher? ☐ Yes ☐ No

All applicants, regardless of citizenship, who have not attended, for at least three years, a school at the secondary level or beyond in which English was the principal language of instruction, are required to score above the minimums on the Test of English as a Foreign Language (TOEFL). Verification of the TOEFL score must be presented when registering. See [www.fullerton.edu/admissions/ProspectiveStudent/International.asp](http://www.fullerton.edu/admissions/ProspectiveStudent/International.asp) for more information.

Have you lived in the U.S. for the preceding three years? ☐ Yes ☐ No

**If no**, did you bring a Tuberculosis test verification? ☐ Yes ☐ No

All applicants who were born after January 1, 1957 must have proof of measles and rubella immunization, regardless of citizenship.

Were you born **after** January1, 1957? ☐ Yes ☐ No

**If yes**, have you been immunized against measles and rubella? ☐ Yes ☐ No

**Citizenship status:** ☐ U.S. Citizen ☐ Non-U.S. Citizen (If non-U.S. citizen, complete section B.

Submit

## Step 26:

Indicate your response to the five questions

**Petition For Late Addition Of Classes**

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Extension and International Programs

Open University Enrollment Application  
  

**A. All students must complete the following section:**

 B. Non-U.S. Citizens must complete the following section:  
  
 C. Application Certification

**Section (A): All students must complete the following section:**

1 Are you currently officially enrolled (matriculated) or authorized to enroll as a Cal State Fullerton student? ☐ Yes ☐ No  
**If yes**, you are not eligible to enroll through Open University.

2 Did you attend, for at least three years, a high school or college in which English was the principal language of instruction?..... ☐ Yes ☐ No

**If no**, did you bring documentation of a TOEFL score of 61, IELTS 5.5 or PTE 43 or higher? ☐ Yes ☐ No

All applicants, regardless of citizenship, who have not attended, for at least three years, a school at the secondary level or beyond in which English was the principal language of instruction, are required to score above the minimums on the Test of English as a Foreign Language (TOEFL). Verification of the TOEFL score must be presented when registering. See [www.fullerton.edu/admissions/ProspectiveStudent/International.asp](http://www.fullerton.edu/admissions/ProspectiveStudent/International.asp) for more information.

3 Have you lived in the U.S. for the preceding three years? ☐ Yes ☐ No

**If no**, did you bring a Tuberculosis test verification? ☐ Yes ☐ No

All applicants who were born after January 1, 1957 must have proof of measles and rubella immunization, regardless of citizenship.

4 Were you born **after** January1, 1957? ☐ Yes ☐ No

**If yes**, have you been immunized against measles and rubella? ☐ Yes ☐ No

5 **Citizenship status:** ☐ U.S. Citizen ☐ Non-U.S. Citizen (If non-U.S. citizen, complete section B.



## Step 27:

Indicate your response to the supplemental questions as they apply

**Petition For Late Addition Of Classes**

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Extension and International Programs

Open University Enrollment Application	<b>Section (A): All students must complete the following section:</b>  Are you currently officially enrolled (matriculated) or authorized to enroll as a Cal State Fullerton student? <input type="radio"/> Yes <input type="radio"/> No <b>If yes</b> , you are not eligible to enroll through Open University.
<b>A. All students must complete the following section:</b>	Did you attend, for at least three years, a high school or college in which English was the principal language of instruction?..... <input type="radio"/> Yes <input type="radio"/> No
<b>B. Non-U.S. Citizens must complete the following section:</b>	<b>If no</b> , did you bring documentation of a TOEFL score of 61, IELTS 5.5 or PTE 43 or higher? <input type="radio"/> Yes <input type="radio"/> No
<b>C. Application Certification</b>	All applicants, regardless of citizenship, who have not attended, for a least three years, a school at the secondary level or beyond in which English was the principal language of instruction, are required to score above the minimums on the Test of English as a Foreign Language (TOEFL). Verification of the TOEFL score must be presented when registering. See <a href="http://www.fullerton.edu/admissions/ProspectiveStudent/International.asp">www.fullerton.edu/admissions/ProspectiveStudent/International.asp</a> for more information.  Have you lived in the U.S. for the preceding three years? <input type="radio"/> Yes <input type="radio"/> No  <b>If no</b> , did you bring a Tuberculosis test verification? <input type="radio"/> Yes <input type="radio"/> No  All applicants who were born after January 1, 1957 must have proof of measles and rubella immunization, regardless of citizenship.  Were you born <b>after</b> January 1, 1957? <input type="radio"/> Yes <input type="radio"/> No  <b>If yes</b> , have you been immunized against measles and rubella? <input type="radio"/> Yes <input type="radio"/> No  <b>Citizenship status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Non-U.S. Citizen (If non-U.S. citizen, complete section B.

Submit

If you are a Non-U.S. Citizen, proceed to the next step; **Step 28**

If you are a U.S. Citizen, skip to **Step 34**

## Step 28:

Click on the **Non-U.S. Citizens must complete the following section** side tab



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Application

A. All students must  
complete the  
following section:

B. Non-U.S. Citizens  
must complete the  
following section:

C. Application  
Certification

### Section (B): Non-U.S. Citizens must complete the following section:

1. **Student visa holders:** University Extended Education is authorized to enroll F-1 and J-1 visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. University Extended Education does not issue form I-20 or form DS-2019; therefore, Open University students are not considered to be full-time matriculated students for immigration purposes.

2. **Documents:** be prepared to present the applicable documents when you register.

a) Immigrant status: I-551 Alien Registration Receipt Card No.

b) Refugee or asylum applicant status: copy of the I-94 document. Admission No.

c) Other non-immigrant status: Visa type:

Admission No.

Passport No.

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: [Click Here](#)

Please email the signed DSO authorization copy to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

Submit

## Step 29:

Read the **Student visa holders** statement



## Petition For Late Addition Of Classes

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Extension and International Programs

Open University  
Enrollment  
Application

A. All students must  
complete the  
following section:

B. Non-U.S. Citizens  
must complete the  
following section:

C. Application  
Certification

### Section (B): Non-U.S. Citizens must complete the following section:

1. **Student visa holders:** University Extended Education is authorized to enroll F-1 and J-1 visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. University Extended Education does not issue form I-20 or form DS-2019; therefore, Open University students are not considered to be full-time matriculated students for immigration purposes.

2. **Documents:** be prepared to present the applicable documents when you register.

a) Immigrant status: I-551 Alien Registration Receipt Card No.

b) Refugee or asylum applicant status: copy of the I-94 document. Admission No.

c) Other non-immigrant status: Visa type:

Admission No.

Passport No.

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: [Click Here](#)

Please email the signed DSO authorization copy to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

Submit

## Step 30:

Answer the questions for Item 2; **Documents**

**Petition For Late Addition Of Classes**

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Extension and International Programs

Open University Enrollment Application	<b>Section (B): Non-U.S. Citizens must complete the following section:</b>
A. All students must complete the following section:	1. <b>Student visa holders:</b> University Extended Education is authorized to enroll F-1 and J-1 visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. University Extended Education does not issue form I-20 or form DS-2019; therefore, Open University students are not considered to be full-time matriculated students for immigration purposes.
B. Non-U.S. Citizens must complete the following section:	2. <b>Documents:</b> be prepared to present the applicable documents when you register.
C. Application Certification	<div style="background-color: #ffffcc; padding: 5px;">                     a) Immigrant status: I-551 Alien Registration Receipt Card No. <input style="width: 150px;" type="text"/>                       b) Refugee or asylum applicant status: copy of the I-94 document. Admission No. <input style="width: 150px;" type="text"/>                       c) Other non-immigrant status: Visa type: <input style="width: 150px;" type="text"/>   <div style="display: flex; justify-content: space-between;"> <span>Admission No. <input style="width: 100px;" type="text"/></span> <span>Passport No. <input style="width: 100px;" type="text"/></span> </div> </div> <p>d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: <a href="#">Click Here</a></p> <p>Please email the signed DSO authorization copy to <a href="mailto:eipconnect@fullerton.edu">eipconnect@fullerton.edu</a></p>

Submit

## Step 31:

Read the statement in item 2d

**Petition For Late Addition Of Classes**

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Extension and International Programs

Open University Enrollment Application  
  
 A. All students must complete the following section:  
  
 B. Non-U.S. Citizens must complete the following section:  
  
 C. Application Certification

**Section (B): Non-U.S. Citizens must complete the following section:**

1. **Student visa holders:** University Extended Education is authorized to enroll F-1 and J-1 visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. University Extended Education does not issue form I-20 or form DS-2019; therefore, Open University students are not considered to be full-time matriculated students for immigration purposes.

2. **Documents:** be prepared to present the applicable documents when you register.

a) Immigrant status: I-551 Alien Registration Receipt Card No.

b) Refugee or asylum applicant status: copy of the I-94 document. Admission No.

c) Other non-immigrant status: Visa type:

Admission No.  Passport No.

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: [Click Here](#)

Please email the signed DSO authorization copy to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

## Step 32:

To download the form, click on the link to download the form

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: [Click Here](#)

Please email the signed DSO authorization copy to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

## Step 33:

Email your signed DSO authorization to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form. To download the form: [Click Here](#)

Please email the signed DSO authorization copy to [eipconnect@fullerton.edu](mailto:eipconnect@fullerton.edu)

## Step 34:

Click on the **Application Certification** side tab



## Petition For Late Addition Of Classes

Case ID

1024140

Student Information

Late Adds Information

Signatures

Extension and International Programs

Open University  
Enrollment  
Application

### Section (C): Application Certification

☐ I certify that the information in section A and, if appropriate, section B is true and correct.

\* Signature:

\* Date:

mm / dd / yyyy

Comments:

A. All students must  
complete the  
following section:

B. Non-U.S. Citizens  
must complete the  
following section:

C. Application  
Certification

Submit

### Step 32:

Check the box to indicate that the information you provided is accurate and true



## Petition For Late Addition Of Classes

Case ID

1024140

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Open University  
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Application

### Section (C): Application Certification

☐ I certify that the information in section A and, if appropriate, section B is true and correct.

\* Signature:

\* Date:

mm / dd / yyyy

Comments:

A. All students must  
complete the  
following section:

B. Non-U.S. Citizens  
must complete the  
following section:

C. Application  
Certification

Submit

### Step 33:

If you would like to add any additional you can do so in the Comments field

Student Information	Late Adds Information	Signatures	Extension and International Programs
<p>Open University Enrollment Application</p> <p>A. All students must complete the following section:</p> <p>B. Non-U.S. Citizens must complete the following section:</p> <p>C. Application Certification</p>	<p><b>Section (C): Application Certification</b></p> <p><input checked="" type="checkbox"/> I certify that the information in section A and, if appropriate, section B is true and correct.</p> <p>* Signature: <input type="text" value="Sam Wilson"/> * Date: <input type="text" value="09 / 03 / 2020"/></p> <p>Comments: <input type="text"/></p>		

Submit

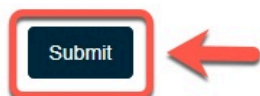
### Step 34:

When you are ready to submit, click the **Submit** button



- Student Information
- Late Adds Information
- Signatures
- Extension and International Programs**

Open University Enrollment Application	<b>Section (C): Application Certification</b> <input checked="" type="checkbox"/> I certify that the information in section A and, if appropriate, section B is true and correct.
A. All students must complete the following section:	* Signature: <input type="text" value="Sam Wilson"/> * Date: <input type="text" value="09/03/2020"/>
B. Non-U.S. Citizens must complete the following section:	Comments: <input type="text"/>
<b>C. Application Certification</b>	



The screen will refresh to a confirmation screen upon successful submission



## Petition For Late Addition Of Classes

Thank you for submitting the Petition For Late Addition Of Classes (Late Adds) form

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## Need More Help?

For questions or assistance, please contact the IT Help Desk at:

[helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu)

657-278-7777