

Petition For Late Addition of Classes - Faculty Processing

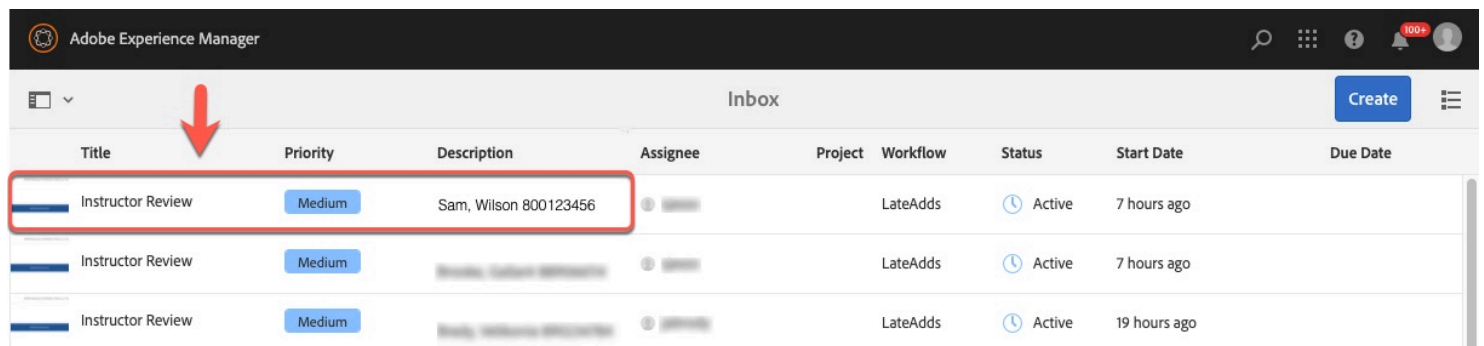
This guide covers instructions on how to process a Petition For Late Addition of Classes.

Instructor

[Login to the AEM Inbox](#)

Step 1:

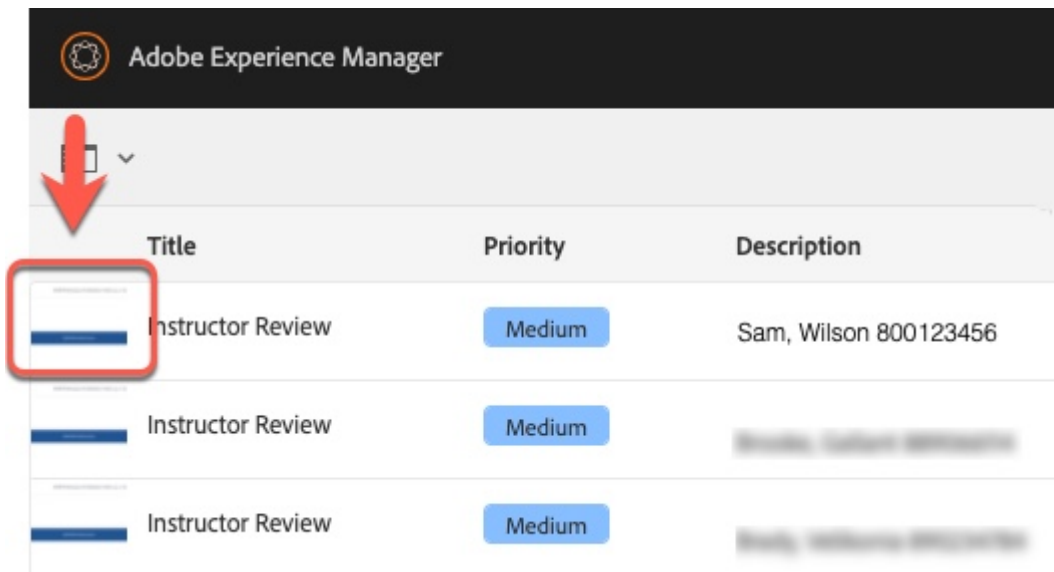
Find the student request you would like to work on






Title	Priority	Description	Assignee	Project	Workflow	Status	Start Date	Due Date
Instructor Review	Medium	Sam, Wilson 800123456			LateAdds	Active	7 hours ago	
Instructor Review	Medium	Sam, Wilson 800123456			LateAdds	Active	7 hours ago	
Instructor Review	Medium	Sam, Wilson 800123456			LateAdds	Active	19 hours ago	





Step 2:

Click on the document icon





	Title	Priority	Description
	Instructor Review	Medium	Sam, Wilson 800123456
	Instructor Review	Medium	Sam, Wilson 800123456
	Instructor Review	Medium	Sam, Wilson 800123456


The document icon will turn blue when selected

	Delegate		Open
	▼		
Title			
	Instructor Review		

Step 3:


Click the **Open** button

 Delegate
  Open





Title


Instructor Review

 Instructor Review

Step 4: (Optional)


For ease of use, you may want to click on the **Task Details** link to close the panel

Send to Chair
  Save
  Delegate



Instructor Review

Document
 Workflow Details





Petition For Late Addition Of Classes

Case ID
1024143

Description
 Status
ACTIVE
 Start Date
2020-09-03 09:15:13
 Task Attachments
Attach File(s)
 Workflow
LateAdds

Student Information
 Late Adds Information
 Signatures

Student Identification Number:	First Name:	Last Name:	Home Telephone:
800123456	Sam	Wilson	
Cell Phone:	Address:	City:	
714-123-4567	123 Main Street	Fullerton	
State:	Zip Code:	Email:	Expected Date Of Graduation:
CA	92834	swilson@csu.fullerton.edu	05/20/2022
Today's Date:	Term	Degree Objective:	
09 / 03 / 2020	Fall 2020	BA	
Major: Psychology, Psychology Concentration, BA.			

Send to Chair  Save  Delegate 

Instructor Review

[<< Task Details](#) [Document](#) [Workflow Details](#)

Petition For Late Addition Of Classes

Case ID: 1024143

Student Information **Late Adds Information** **Signatures**

Student Identification Number: 800123456 First Name: Sam Last Name: Wilson Home Telephone:

Cell Phone: 714-123-4567 Address: 123 Main Street City: Fullerton

State: CA Zip Code: 92834 Email: swilson@csu.fullerton.edu Expected Date Of Graduation: 05/20/2022

Today's Date: 09 / 03 / 2020 Term: Fall 2020 Degree Objective: BA

Major: Psychology, Psychology Concentration, BA.

Workflow: LateAdds

Step 5:

The petition will open to the **Student Information** page

Petition For Late Addition Of Classes

Case ID: 1024143

Student Information **Late Adds Information** **Signatures**

Student Identification Number: 800123456 First Name: Sam Last Name: Wilson Home Telephone:

Cell Phone: 714-123-4567 Address: 123 Main Street City: Fullerton

State: CA Zip Code: 92834 Email: swilson@csu.fullerton.edu Expected Date Of Graduation: 05/20/2022

Today's Date: 09 / 03 / 2020 Term: Fall 2020 Degree Objective: BA

Major: Psychology, Psychology Concentration, BA.

Click on the **Late Adds Information** tab



Petition For Late Addition Of Classes

Case ID: 1024143

Student Information | **Late Adds Information** | Signatures

Student Identification Number: 800123456

First Name: Sam

Last Name: Wilson

Home Telephone:

Cell Phone: 714-123-4567

Address: 123 Main Street

City: Fullerton

State: CA

Zip Code: 92834

Email: swilson@csu.fullerton.edu

Expected Date Of Graduation: 05/20/2022

Today's Date: 09 / 03 / 2020

Term: Fall 2020

Degree Objective: BA

Major: Psychology, Psychology Concentration, BA.

Step 6:

Review the information provided in section A and B

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

* 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:
24300	2207	MGMT 449	008163	3	I mistakenly registered for another class.

Complete these questions:

Class Number - 24300 - MGMT 449

* Have you attended this course continuously since it began? ☒ Yes ☐ No

* Is this a mini or short course? ☐ Yes ☒ No

If not, when did you first attend this course?

If yes, on what date did it begin?

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Step 7:

Click on the **Signatures** tab

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

* 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:
24300	2207	MGMT 449	854632	3	I mistakenly registered for another class.

Step 8:

Review the Student Signature comments (if any)

Student InformationLate Adds InformationSignatures

STUDENT SIGNATURE

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

* Signature:

Administrator

* Date:

09 / 03 / 2020

Comments:

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

mm / dd / yyyy

Comments:

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Step 9:

Check the box to verify the request meets the stipulations in the University Policy

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

mm / dd / yyyy

Comments:

After checking the box, your signature will auto-populate

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Steve Rogers

* Date:

09 / 03 / 2020

Comments:

Step 10:

Indicate your decision of Approval or Denial

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

mm / dd / yyyy

Comments:

Step 11:

If you would like to leave any comment, you can do so in the **Comments** field

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Steve Rogers

* Date:

09 / 03 / 2020

Comments:

Step 12:

When you are ready to submit the request for the next step, click the **Send to Chair** button

Send to Chair
Save
Delegate

Task Details

Administrator

09 / 03 / 2020

Comments:

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Steve Rogers

* Date:

09 / 03 / 2020

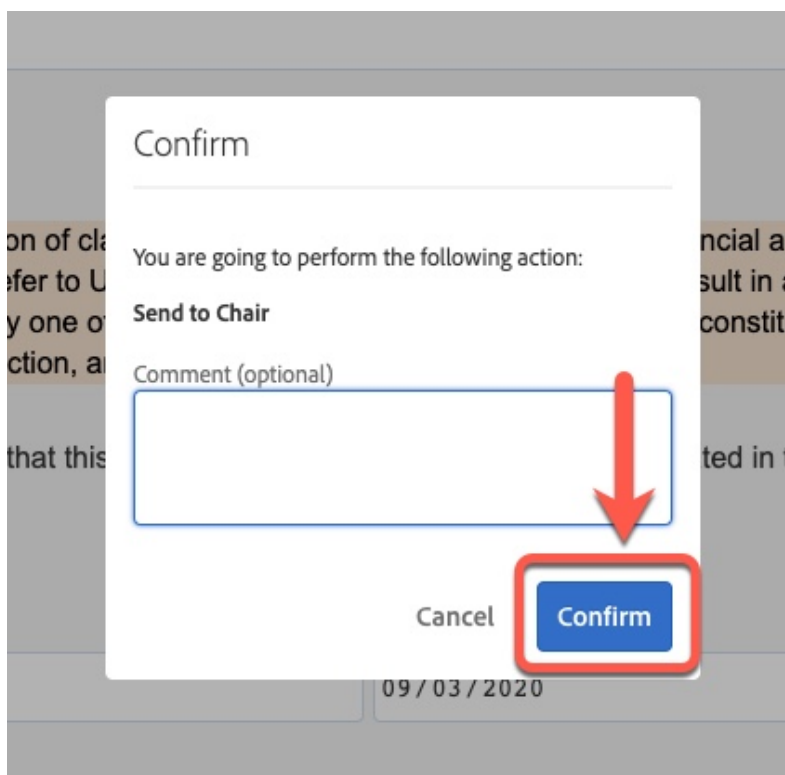
Comments:

Step 13: Optional

You can also leave comments for the Chair (specifically) in the **Confirm** notice

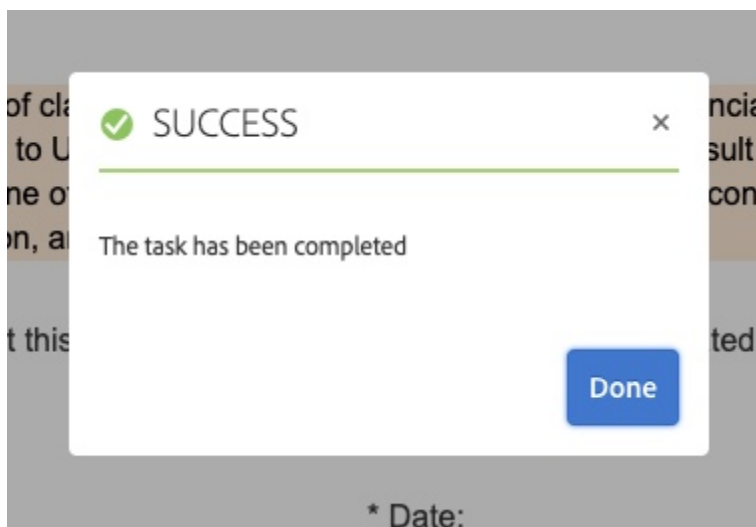
Step 14:

When you are ready to proceed, click the **Confirm** button



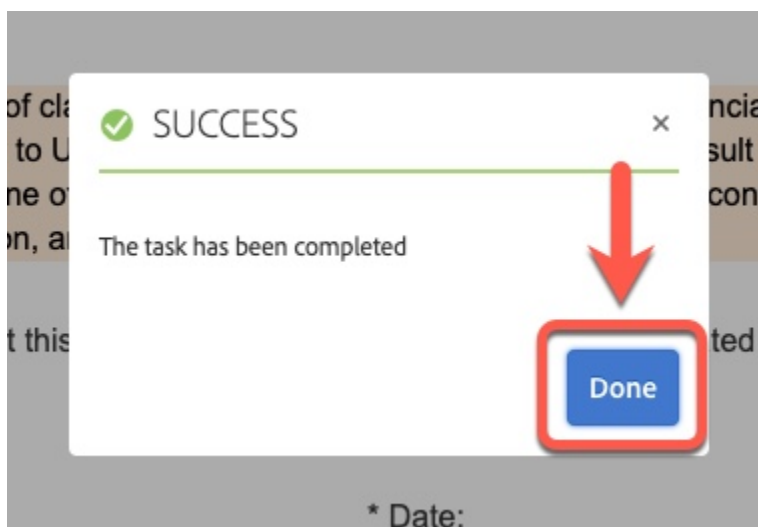
Step 15:

The window will update to a success message



Step 16:

Click the **Done** button to close



Chair

[Accessing AEM Inbox Items](#)

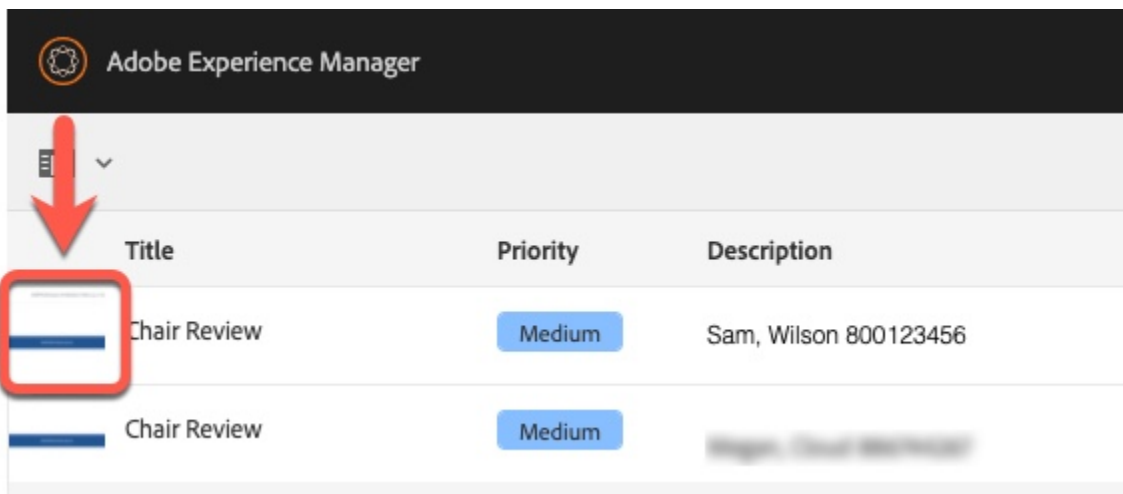
Step 1:

Find the student request you would like to work on

Adobe Experience Manager			
Inbox			
Title	Priority	Description	Assignee
Chair Review	Medium	Sam, Wilson 800123456	jeff@adobe.com
Chair Review	Medium	Page: Chair Review	jeff@adobe.com

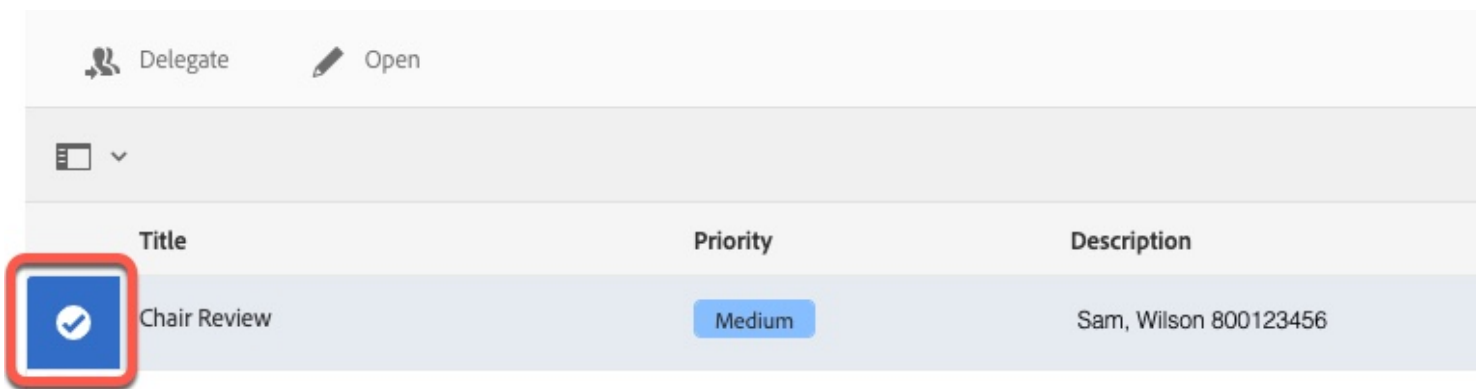
Step 2:

Click on the document icon



Adobe Experience Manager		
Title	Priority	Description
Chair Review	Medium	Sam, Wilson 800123456
Chair Review	Medium	

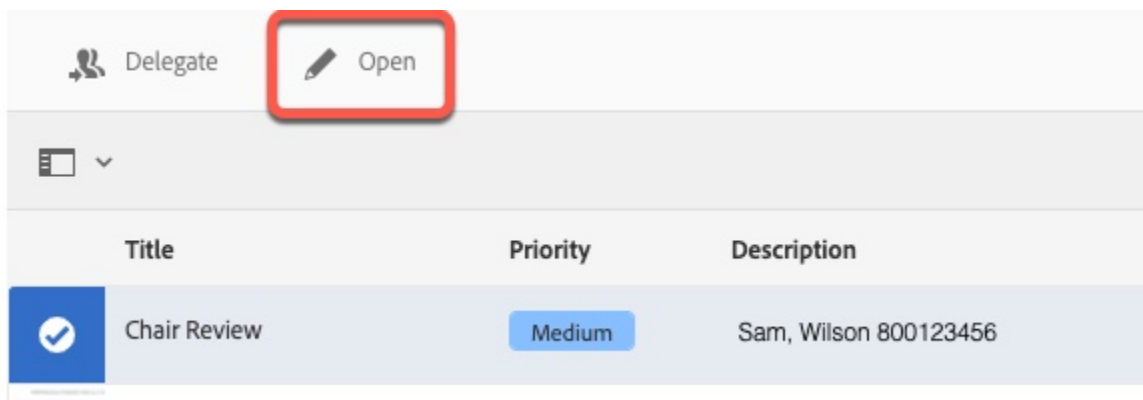
The document icon will turn blue when selected



Title	Priority	Description
Chair Review	Medium	Sam, Wilson 800123456

Step 3:

Click the **Open** button



Title	Priority	Description
Chair Review	Medium	Sam, Wilson 800123456

Step 4:

Click on the **Late Adds Information** tab

Student Information

Late Adds Information

Signatures

LATE ADDS INFORMATION

Review the information provided in section A and B

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

* 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:
24300	2207	MGMT 449	008163	3	I mistakenly registered for another class.

Complete these questions:

Class Number - 24300 - MGMT 449

* 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

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Step 5:

Review the comments (if any) in the Student Signature (A) and Instructor's Signature (B) Comment fields

1029 143

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:

A

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature: * Date:

Comments:


B

Step 6:

Check the box to verify the request meets the stipulations in the University Policy

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

 ☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature: * Date:

Comments:

After checking the box, your signature will auto-populate

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Phil Coulson

* Date:

09 / 03 / 2020

Comments:

Step 7:

Indicate your decision of Approval or Denial

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Phil Coulson

* Date:

09 / 03 / 2020

Comments:

Step 8:

If you would like to leave any comment, you can do so in the **Comments** field

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Phil Coulson

* Date:

09 / 03 / 2020

Comments:

Step 9:

When you are ready to submit the request for the next step, click the **Send to Dean** button

Send to Dean
Save
Delegate

» Task Details

Chair Review

Document

Workflow Details

Signature.

Sean Jasso

Date.

09 / 03 / 2020

Comments:

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Phil Coulson

* Date:

09 / 03 / 2020

Comments:

Step 10:

You can also leave comments for the Dean (specifically) in the **Confirm** notice



The screenshot shows a 'Confirm' dialog box with the following elements:

- Title: Confirm
- Message: You are going to perform the following action:
- Action: Send to Dean
- Field: Comment (optional) (highlighted in yellow)
- Buttons: Cancel and Confirm
- Date: 09/03/2020

Step 11:

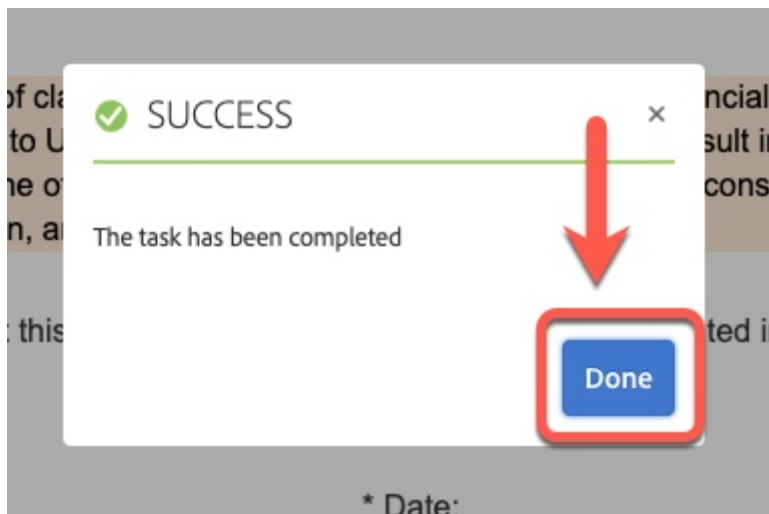
When you are ready to proceed, click the **Confirm** button



This screenshot is identical to the previous one, but with a red arrow pointing down to the 'Confirm' button, which is also highlighted with a red rectangular border to indicate the next step.

Step 12:

Click the **Done** button to close



Dean

[Accessing AEM Inbox Items](#)

Step 1:

Find the student request you would like to work on

Adobe Experience Manager		
Title	Priority	Description
Dean Review	Medium	Sam, Wilson 800123456
Dean Review	Medium	

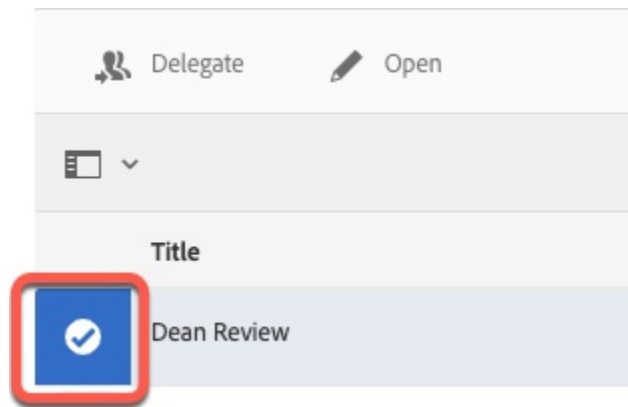
Step 2:

Click on the document icon

Adobe Experience Manager		
Title	Priority	Description
Dean Review	Medium	Sam, Wilson 800123456
Dean Review	Medium	

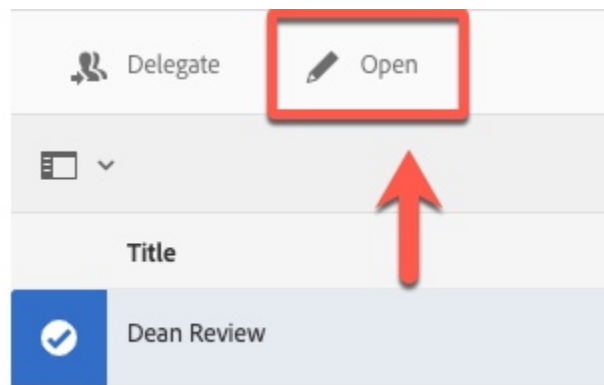


The document icon will turn blue when selected



Step 3:

Click on the **Open** icon



Step 4:

Review the comments (if any) in the Student Signature (A) and Instructor's Signature (B) Dean / Associate Dean's Signature (C) Comment fields

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:

Sam Wilson

09 / 03 / 2020

Comments:

A

INSTRUCTOR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

Approval

Denial

* Signature:

* Date:

Steve Rogers

09 / 03 / 2020

Comments:

B

DEPT. CHAIR'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

Approval

Denial

* Signature:

* Date:

Phil Coulson

09 / 03 / 2020

Comments:

C

Step 5:

Check the box to verify the request meets the stipulations in the University Policy

DEAN/ASSOCIATE DEAN'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☐ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

Approval

Denial

* Signature:

* Date:

mm/dd/yyyy

Comments:

After checking the box, your signature will auto-populate

DEAN/ASSOCIATE DEAN'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Nick Fury

* Date:

09 / 03 / 2020

Comments:

Step 6:

Indicate your decision of Approval or Denial

DEAN/ASSOCIATE DEAN'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Nick Fury

* Date:

09 / 03 / 2020

Comments:

Step 7:

If you would like to leave any comment, you can do so in the **Comments** field

DEAN/ASSOCIATE DEAN'S SIGNATURE

The loss of FTES to the university by the late addition of classes after the census date reduces both financial and instructional resources to the university. The late add policy is intended to minimize this effect (refer to UPS 300.013). Post-census changes which result in a net increase in the number of units for a student should NOT be approved. The denial by any one of the three individuals required to sign below, constitutes a denial of the request. The actions of these individuals, regardless of the nature of their action, are NOT subject to petition.

☒ In approving this request, my signature confirms that this Late Adds request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Nick Fury

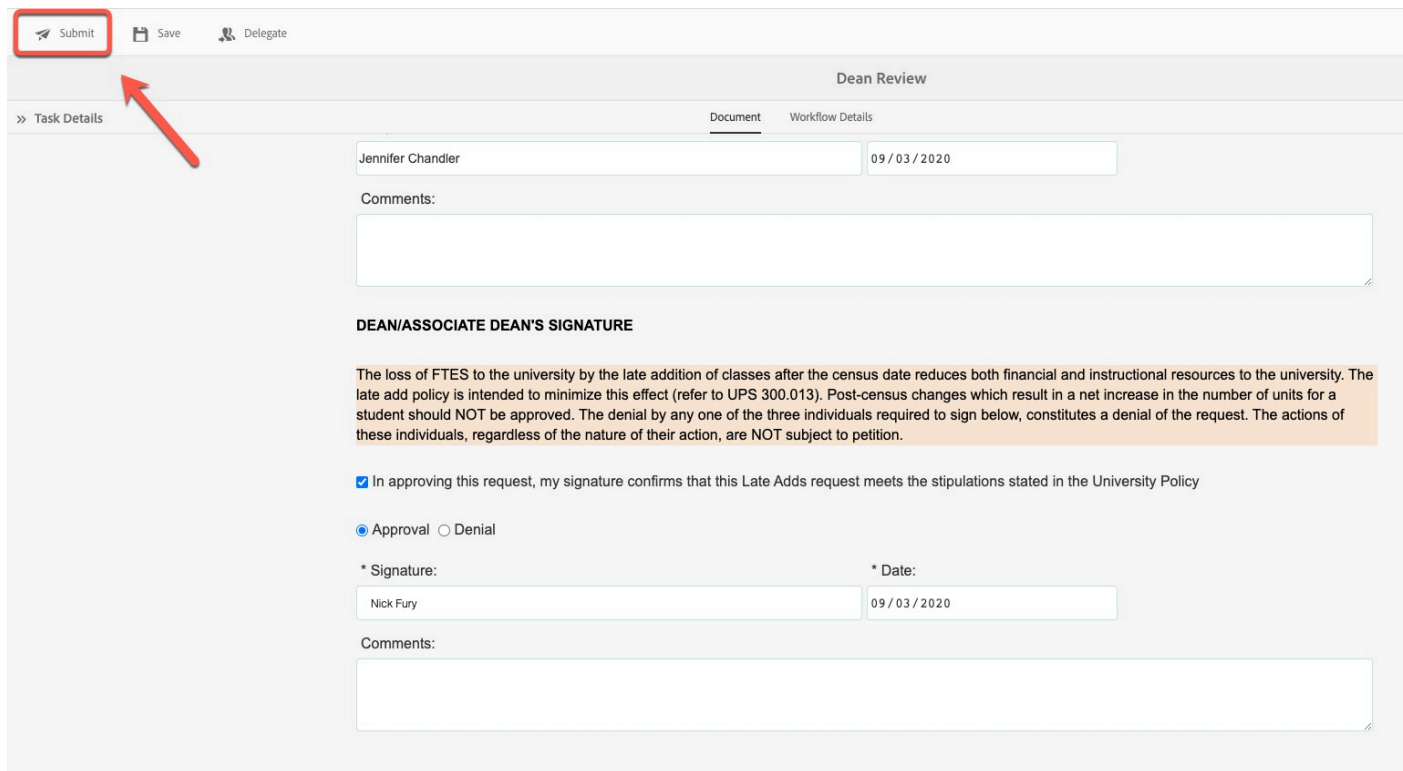
* Date:

09 / 03 / 2020

Comments:

Step 8:

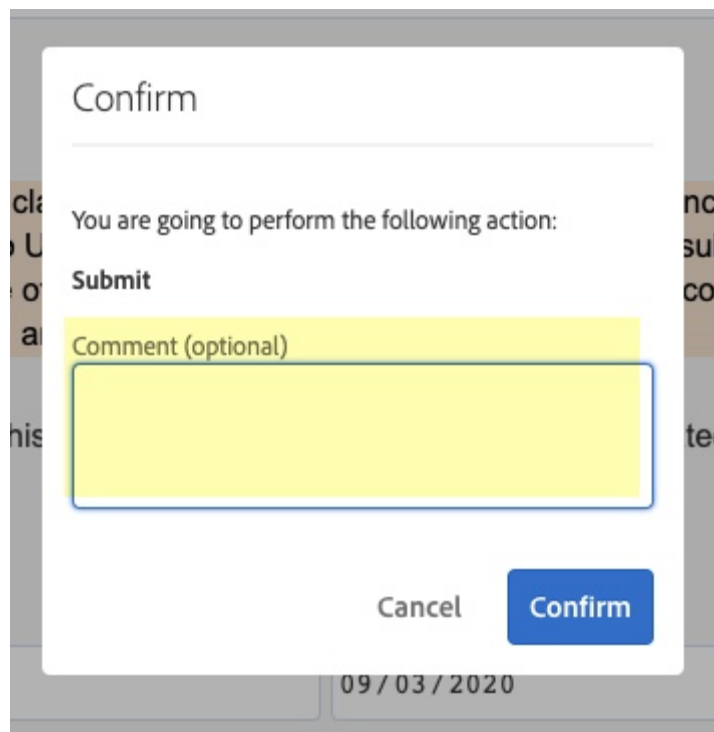
When you are ready to submit the request for the next step, click the **Submit** button



The screenshot shows the 'Dean Review' section of the form. At the top, there are three buttons: 'Submit' (highlighted with a red box and a red arrow), 'Save', and 'Delegate'. Below these buttons, the form displays the name 'Jennifer Chandler' and the date '09 / 03 / 2020'. There is a 'Comments:' field. Below the comments field, the 'DEAN/ASSOCIATE DEAN'S SIGNATURE' section is repeated, including the same policy statement, approval checkbox, radio buttons for 'Approval' and 'Denial', signature and date fields (both filled with 'Nick Fury' and '09 / 03 / 2020'), and another 'Comments:' field.

Step 9:

You can also leave comments for the Dean (specifically) in the **Confirm** notice



The screenshot shows a 'Confirm' dialog box with the following elements:

- Title: Confirm
- Message: You are going to perform the following action:
- Action: Submit
- Field: Comment (optional) - This field is highlighted with a yellow background.
- Buttons: Cancel and Confirm (blue button).
- Footer: 09/03/2020

Step 10:

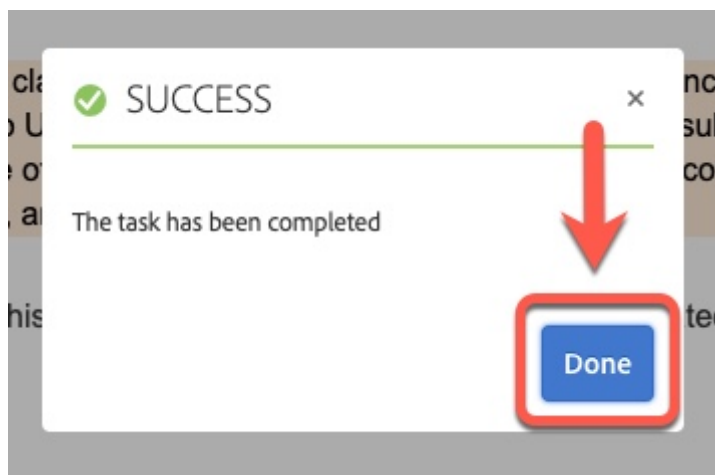
When you are ready to proceed, click the **Confirm** button



This screenshot is identical to the previous one, but with a red arrow pointing down to the 'Confirm' button, which is also highlighted with a red rectangular border. The 'Comment (optional)' field is no longer highlighted.

Step 11:

Click the **Done** button to close



Need More Help?

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

helpdesk@fullerton.edu

657-278-7777