Petition A - Retroactive Add

This guides walks you through submitting a Petition, Type A - Retroactive Add
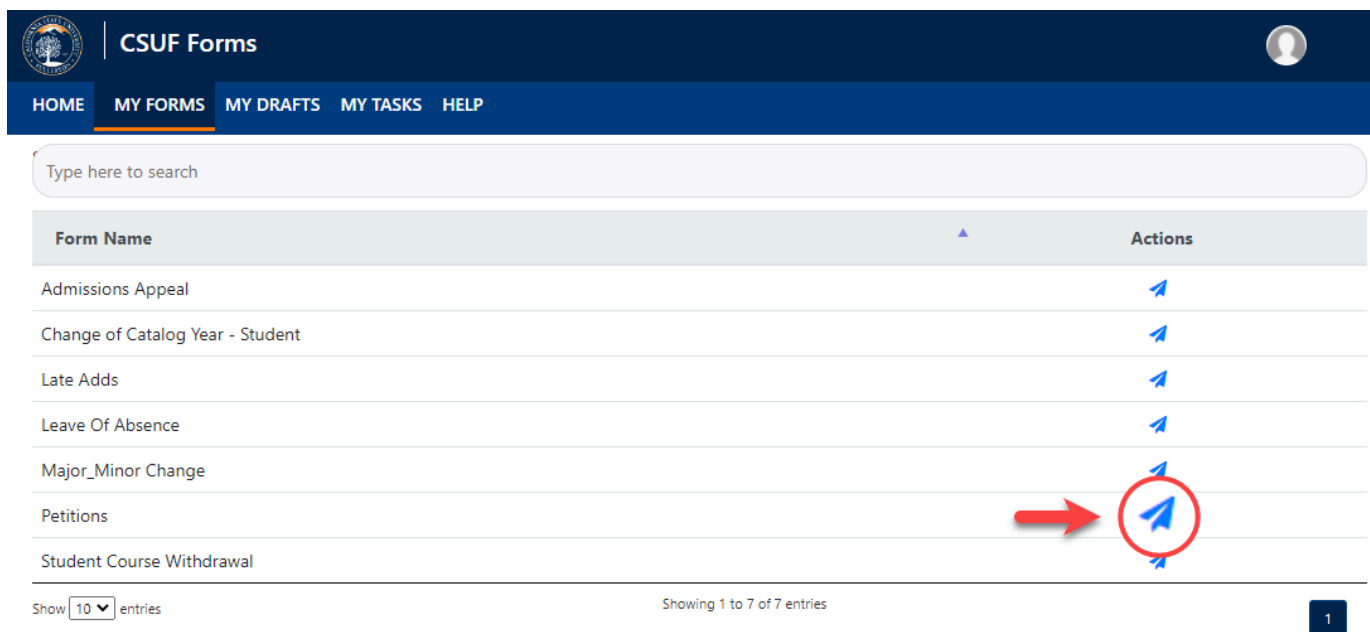
Step 1:

Log in to the campus portal and select **Adobe Experience Manager (AEM) Forms Portal**.

[View step-by-step instructions on accessing Adobe Experience Manager (AEM).](#)

Step 2:

Click on the **Petition** airplane icon

Step 3:

Click the radio dial for the type of petition you would like to do

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Page 1

The page will refresh to the **Student Information** tab of the Petition

Step 4:

Click on the **Petition Information** tab

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Step 5:

Read the Fee information provided

Step 6: (Optional)

You can click on the **Class Number** link to verify or get the class number you are interested in petitioning

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University Petition

Case ID

1079

| Student Information | Petition Information | Signature and Acknowledgement | Supporting Documents |

UNIVERSITY PETITION / FORM A – RETROACTIVE ADD

PETITION FEES To submit petition(s): One petition: $20

More than one petition: AND all petitions are for classes in same semester: $20

OR petitions are for classes in different semesters: $20/semester

AFTER PETITION DECISION – FOR 'GRANTED' PETITIONS ONLY: If granted, you will be notified in writing of back-end fees that must be paid before the academic record can be adjusted to reflect the approved petition(s)

To know the correct Class Number: Click Here

You are only allowed to add 5 courses.

Step 7:

Click the **Term Taken** drop-down caret

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To know the correct Class Number: Click Here

You are only allowed to add 5 courses.

SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Select Term Taken

Schedule/Class Number:	Dept/Course Number:	Instructor Name:

| Add | Remove |

QUESTION: Did you attempt to register for this class during any of the standard time periods during the semester?

☐ Yes - If yes: 1) Answer the two questions in SECTION 1 below
2) Sign and date this form

☐ No - If no: 1) Answer the question in SECTION 2 below
2) Sign and date this form

Step 8:

Select the appropriate option

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SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Select Term Taken

Select Term Taken
Fall 2018
Spring 2019
Summer 2019
Fall 2019
Winter 2019
Spring 2020
Summer 2020
Fall 2020
Winter 2020
Spring 2021
Summer 2021
Fall 2021
Winter 2021

se Number: Instruc

standard time periods during the semester?

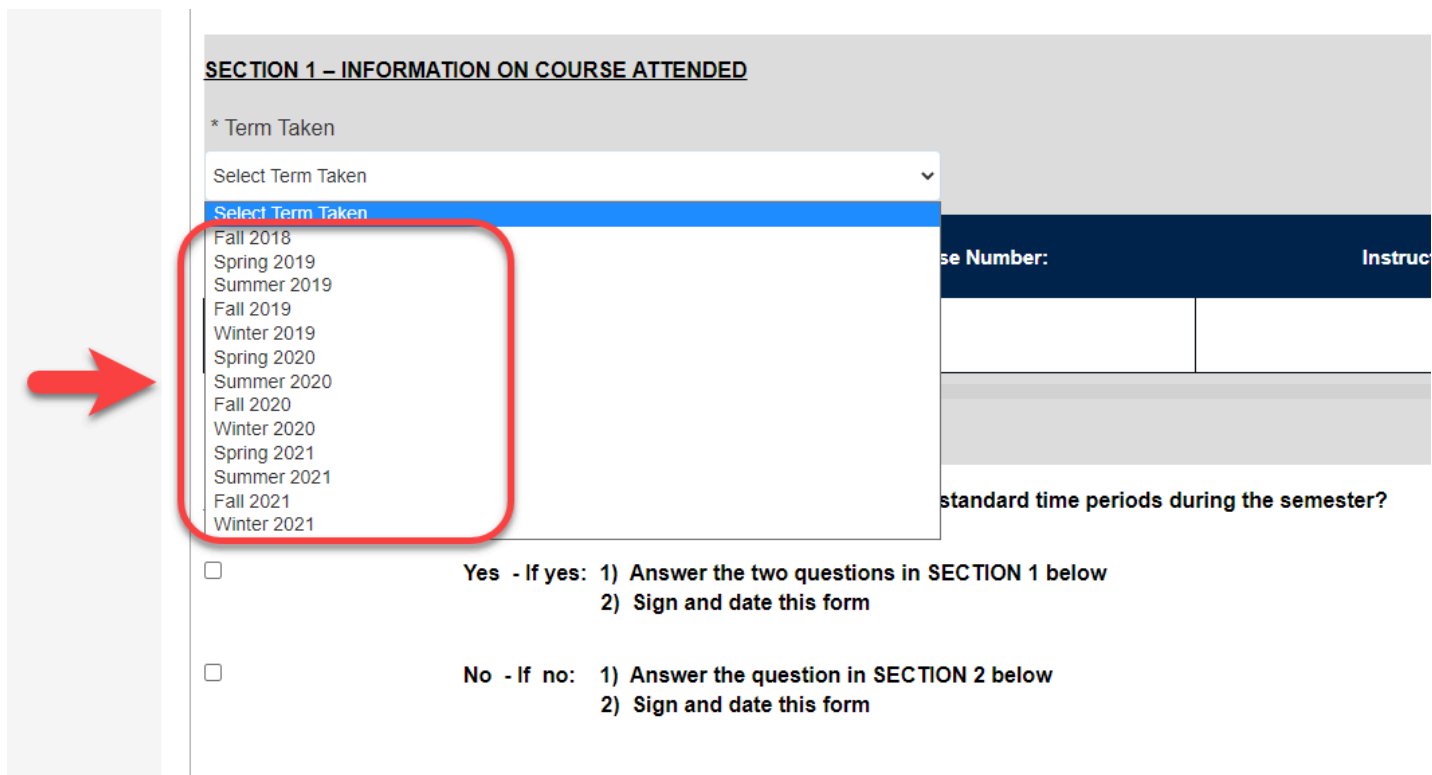☐   Yes - If yes: 1) Answer the two questions in SECTION 1 below
                           2) Sign and date this form

☐   No - If no: 1) Answer the question in SECTION 2 below
                         2) Sign and date this form

Step 9:

Enter the Class Number in the **Scheduled / Class Number** field

Reminder: if you are not sure, you can use the Class Number Search link (noted in Step 6)

SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Spring 2020

Schedule/Class Number:	Dept/Course Number:	Instructor Name:

Add	Remove

QUESTION: Did you attempt to register for this class during any of the standard time periods during the semester?

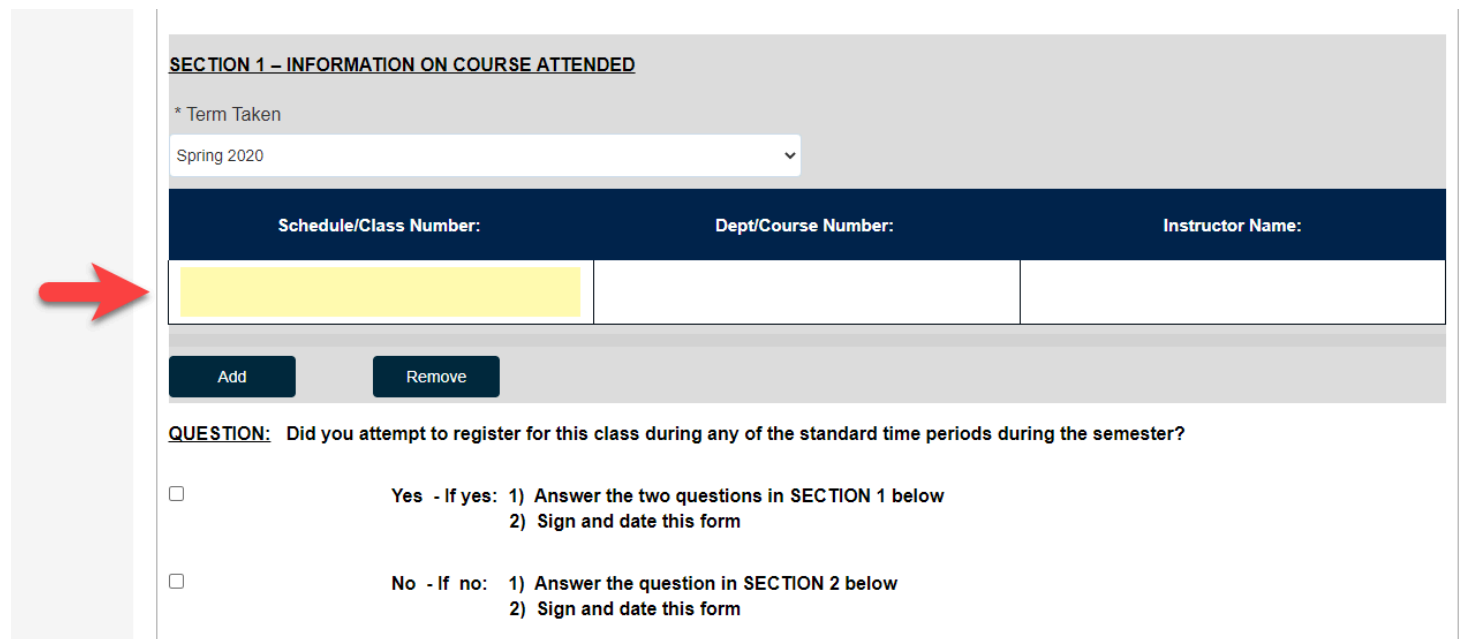☐   Yes - If yes: 1) Answer the two questions in SECTION 1 below
                           2) Sign and date this form

☐   No - If no: 1) Answer the question in SECTION 2 below
                         2) Sign and date this form

The class number will populate the **Dept/Course Number** and **Instructor Name** fields

SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Spring 2020

Schedule/Class Number:	Dept/Course Number:	Instructor Name:
10200	ACCT 201A	Stark, Tony

Add   Remove

Step 10: (Optional)

To add another class, click the **Add** button

SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Spring 2020

Schedule/Class Number:	Dept/Course Number:	Instructor Name:
10200	ACCT 201A	Stark, Tony

Add   Remove

The screen will refresh to show an additional row

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You can click the **Remove** button to remove the row

Step 11:

Scroll down the page, answer the registration period question

Check the appropriate box to indicate your answer

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SECTION 1 – INFORMATION ON COURSE ATTENDED

* Term Taken

Spring 2020

Schedule/Class Number:	Dept/Course Number:	Instructor Name:

Add   Remove

QUESTION: Did you attempt to register for this class during any of the standard time periods during the semester?

☐   Yes - If yes: 1) Answer the two questions in SECTION 1 below
                              2) Sign and date this form

☐   No - If no: 1) Answer the question in SECTION 2 below
                              2) Sign and date this form

Step 12:

If you answered **Yes** to the registration question (noted in Step 9), answer the two questions in Section 1

SECTION 1

QUESTION 1: Based on the time periods you have checked above, describe the specific steps you took to register for this class and why these steps were not successful.

QUESTION 2: If you thought you had successfully registered (but found out later that your efforts had not succeeded), what confirmaton did you have at the time that caused you to believe you were officially enrolled in this class?

Step 13:

If you answered **No** to the registration question (noted in Step 9), answer the question in Section 2

SECTION 2

If you did not attempt to officially enroll in this class by means of standard registration procedures, please explain the reason(s) why. Were there any extenuating circumstances that prevented you from registering by the established deadlines and procedures?

Step 14:

Click the **Signature and Acknowledgemen**t tab

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Step 15:

Click the checkbox to 'sign' the form

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Upon checking the box, the **Signature**, **Date** and **Expected term of graduation** fields will be populated

Step 16: (Optional)

If you would like to leave comments, you may do so in the **Comment (optional)** field

Step 17:

Click the **Supporting Documents** tab

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Step 18:

To attach a document, click on the **Attach** button

Once uploaded, the document will show under the **Attach** button

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Step 19:

Click the **Submi**t button

The page will refresh to show a submittal confirmation

Thank you for submitting the petition.

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