

Petition A - Retroactive Add

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

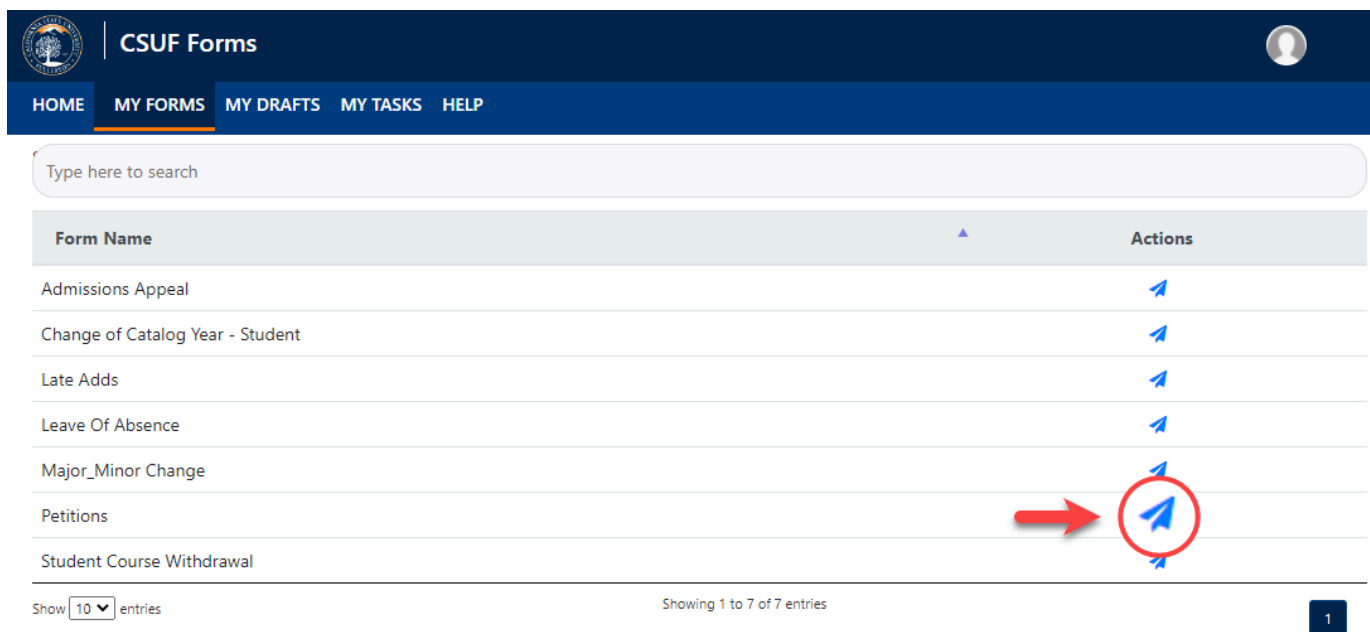
Step 1:

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



The screenshot shows the CSUF Forms portal interface. At the top, there is a navigation bar with the CSUF logo and the text 'CSUF Forms'. Below this is a menu with options: HOME, MY FORMS, MY DRAFTS, MY TASKS, and HELP. A search bar is located below the menu. The main content area displays a table of forms. The table has two columns: 'Form Name' and 'Actions'. The forms listed are: Admissions Appeal, Change of Catalog Year - Student, Late Adds, Leave Of Absence, Major_Minor Change, Petitions, and Student Course Withdrawal. The 'Petitions' row is highlighted with a red circle and a red arrow pointing to it. At the bottom of the table, there is a 'Show' dropdown menu set to '10' and a 'Showing 1 to 7 of 7 entries' indicator. A page number '1' is shown in the bottom right corner.

Form Name	Actions
Admissions Appeal	
Change of Catalog Year - Student	
Late Adds	
Leave Of Absence	
Major_Minor Change	
Petitions	
Student Course Withdrawal	

Step 3:

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



University Petition

Case ID
1079

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please select the type of petition

☒ UNIV PETN A – RETROACTIVE ADD
☐ UNIV PETN B – RETROACTIVE CHANGE OF GRADING BASIS
☐ UNIV PETN C – RETROACTIVE CHANGE OF UNIT VALUE


* Zip Code

* Email Address

Submit

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



University Petition

Case ID
123456

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents


* First Name	* Last Name	* CWID	Date
Peter	Parker	800123456	08/02/2021
* Phone Number	* Address	* City	* State
714/123-4567	20 Ingram St	California	CA
* Zip Code	* Email Address		
92831	pparker@csu.fullerton.edu		

Submit

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Step 4:

Click on the **Petition Information** tab



University Petition

Case ID

123456

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents


* First Name	* Last Name	* CWID	Date
Peter	Parker	800123456	08/02/2021
* Phone Number	* Address	* City	* State
714/123-4567	20 Ingram St.	California	CA
* Zip Code	* Email Address		
92831	pparker@csu.fullerton.edu		

Submit

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Step 5:

Read the Fee information provided



University Petition

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1088

Student Information

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Supporting Documents

UNIVERSITY PETITION / FORM A – RETROACTIVE ADD

PETITION FEES: TO SUBMIT PETITION: \$20 per petition type and per semester (Please check the 'Make a Payment' tab in your account sometime in the next week or two for a charge labeled 'petition fee'.

AFTER PETITION DECISION – FOR 'GRANTED' PETITIONS ONLY: \$20.00 Late-Add Fee (in addition to the \$20.00 filing fee that you paid in order to submit your petition), plus any additional related course fees, as determined by Student Business Services. Please check your CSUF student portal for payment.

NOTE: These fees will be due two weeks from the day that the fee gets posted to your account. Failure to pay any university-issued fee can result in a diploma/enrollment hold.

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

You are only allowed to add 5 courses.

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 / 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



University Petition

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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.

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?

☐

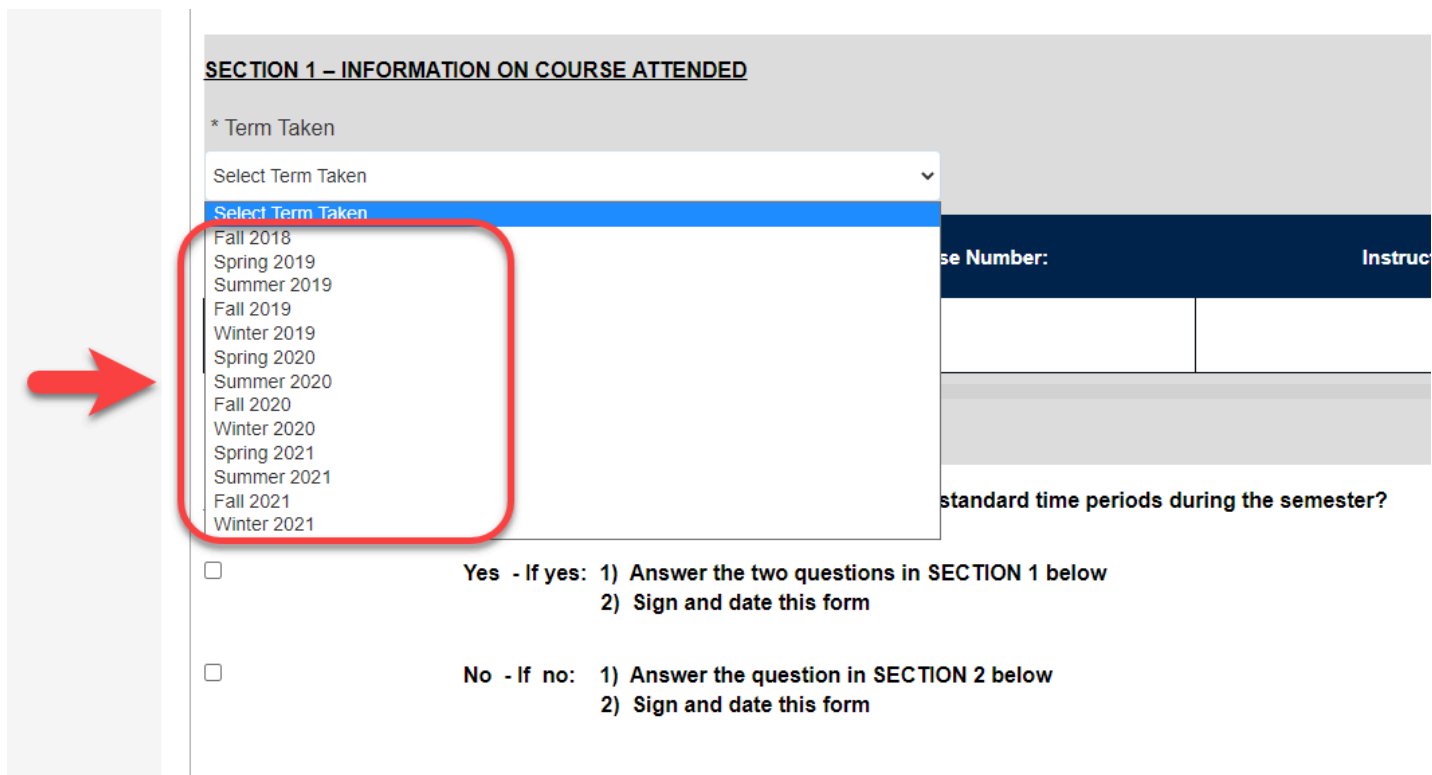
Yes - If yes: 1) Answer the two questions in SECTION 1 below
2) Sign and date this form

☐

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

Step 8:

Select the appropriate option



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

Class Number: _____ Instructor Name: _____

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

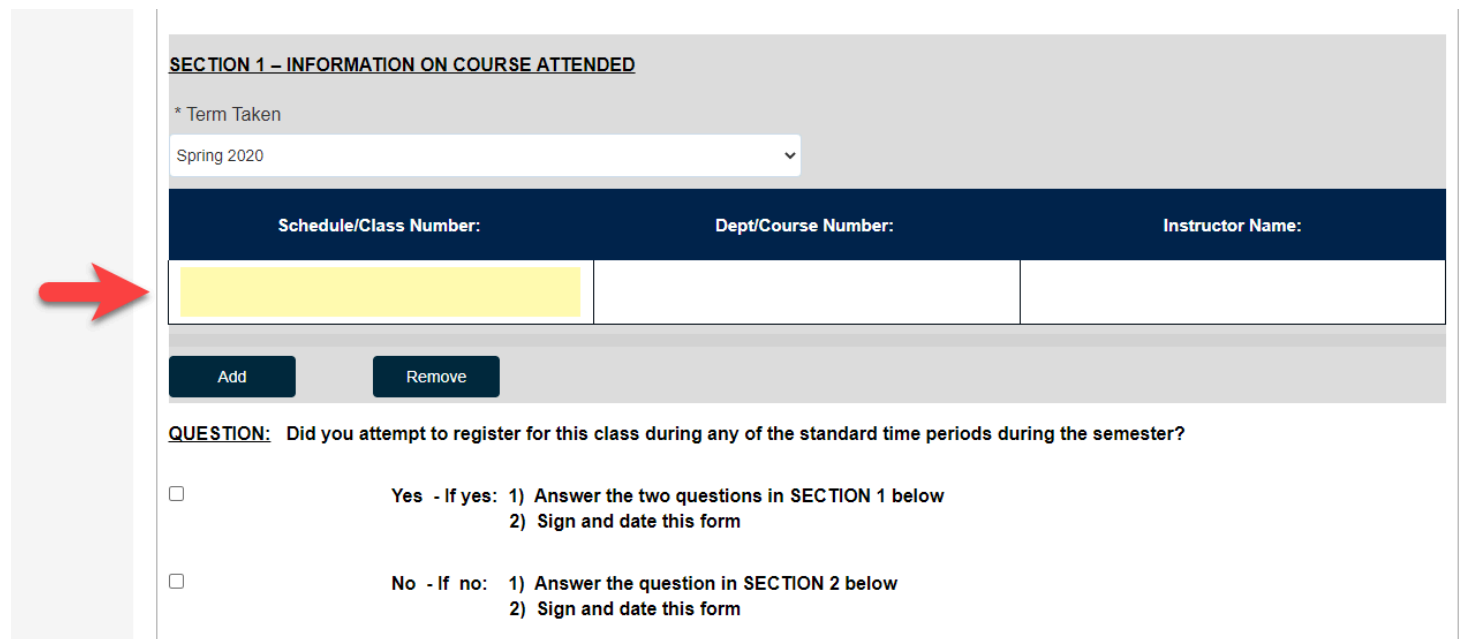
☐ Yes - If yes: 1) Answer the two questions in SECTION 1 below
2) Sign and date this form

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

Step 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

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

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

Step 11:

Scroll down the page, answer the registration period question

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

Check the appropriate box to indicate your answer

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 confirmation 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 Acknowledgement** tab



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1079

Student Information

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Supporting Documents

UNIVERSITY PETITION / FORM A – RETROACTIVE ADD

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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)

Step 15:

Click the checkbox to 'sign' the form



University Petition

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Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☐ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

mm/dd/yyyy

Fall 2023

Comment (optional)

Submit

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



University Petition

Case ID

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Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Peter Parker

08/02/2021


Fall 2023

Comment (optional)

Submit

Step 16: (Optional)

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


University Petition

Case ID

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form


* Signature	* Date	* Expected term of graduation
<input style="width: 100%;" type="text" value="Peter Parker"/>	<input style="width: 100%;" type="text" value="08/02/2021"/>	<input style="width: 100%;" type="text" value="Fall 2023"/>

Comment (optional)

Submit

Step 17:

Click the **Supporting Documents** tab



University Petition

Case ID

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Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Student Signature and Acknowledgement

☒ Please indicate that you have completed the form

* Signature

* Date

* Expected term of graduation

Peter Parker

08/02/2021


Fall 2023

Comment (optional)

Submit

Step 18:

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



University Petition

Case ID

1079872

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!

Supporting Document

Attach

Supporting Document

Attach

Submit

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



University Petition

Case ID

1079

Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!

Supporting Document

Attach

Add petition support information.pdf

Supporting Document

Attach

Submit

Step 19:

Click the **Submit** button



University Petition

Case ID

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Student Information

Petition Information

Signature and Acknowledgement

Supporting Documents

Please Note:

- Attachment does not support following special characters / \ : * ? & { } ; []
- Only PDF files are allowed!

Supporting Document

Attach

Add petition support information.pdf

Supporting Document

Attach

Submit

The page will refresh to show a submittal confirmation



University Petitions

Thank you for submitting the petition.

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