



OLYMPIC COLLEGE

1600 Chester Avenue Bremerton WA 98337-1699

Registrar's Petition

Registration and Records

Please read the frequently asked questions section on the reverse side.

Student Section

Date _____

Name _____ SID _____ Message Phone _____

E-Mail _____ Quarter _____ Item number _____

Course number _____ Course title _____

Circle one: **Registration** **Class change** **Add** **Drop** **Total withdrawal**

Other _____

Explain your request and why this exception should be approved.

Student signature _____ Date _____

Faculty Section

Instructor name _____

Briefly describe your involvement and/or support _____

This student has attended my class since (date) _____

Faculty signature _____ Date _____

Registrar Section

Comments: _____

Approved Denied CONTACT: Student Answering Machine E-Mail
Other _____ Initials _____ Date _____

Backdate to _____ Do Not Backdate

Registrar's signature _____ Date _____

Distribution: Original Registration and Records

Copy to faculty

Copy to student

Frequently asked questions about submitting a petition to the Registrar

Under what circumstances may I petition the Registrar?

You may submit a petition after the tenth day of the quarter when you have missed a deadline (e.g., adding/dropping classes, auditing a class or taking one for Pass/No Credit after the published date), need to change some aspect of your registration due to schedule changes or errors, or for other similar circumstances. You may also use the petition form to ask for waivers of rules connected with degree requirements. Registration and Records staff can help you decide whether a petition is appropriate for the situation.

Please note: Requests for refunds go to the cashier and grade appeals go to the instructor of the class or the division office.

How long after a deadline are petitions accepted?

Petitions are generally accepted for five working days after the missed deadline. After the tenth day, students need to provide evidence of extraordinary circumstances for the petition to be considered. Extraordinary circumstances could include a death in the family, medical situations, job changes or military transfer.

Why do I need a faculty signature on the petition?

A faculty member's support will *often help* in the petition process. The registrar considers college policies and makes the final decision.

What can I do to help with the request process?

1. Be sure you need to petition. Check the calendar or other information carefully or discuss the matter with Registration and Records staff. Be thorough when stating the reasons your petition should be allowed.
2. Substantiating documentation may be needed (e.g., of death, illness, or injury), or a statement from a second party may be helpful.
3. Be timely and submit the petition as soon as possible after you become aware that you have missed the deadline or are registered improperly. Untimely submission can be a basis for denying the petition.
4. Be respectful to those who assist you in the process.

When may I expect a decision?

The registrar's goal is to consider any petition within three to five working days after the date of submission at the Registration and Records office. A copy of the decision will be mailed to you. You are expected to meet subsequent deadlines for payment. If your petition is approved and requires additional tuition and fees, you will be given *two* business days to submit payment. Failure to pay will mean that petition approval will be withdrawn.

What can I do if my petition is denied?

Discuss the decision with the registrar, and if you wish to pursue the request further, you may submit the petition to the Admission, Registration and Graduation Appeals Committee. This additional request should be made in writing to the committee with the original petition attached. The committee meets once each quarter and their decision is final. See the OC catalog for more information.

How will I know if I owe more for tuition or fees?

We will contact you by phone, e-mail or letter.