



Be sure to submit with completed Enrollment Form - Scroll to Page 2

**Enrollment Services
Petition to Repeat a Course**

Student Name *(Last, First, MI)* _____

Palomar ID # _____ Birth Date _____

Email Address _____ Phone # _____

Course to be repeated (subject and catalog #, e.g. MATH 60): _____

Current Semester/Year: _____

Previous attempts (sem/year): _____

Previous grades received: _____

Course repetition is governed by state regulations as described in California Administrative Code, Title 5, Section 55040. Allowable exceptions include the following (see the reverse for more information on these exceptions).

A student may not receive more than 3 W's in a course. A petition for a 4th enrollment must result in an evaluative grade.

Select the exception you are petitioning under:

- | | |
|---|--|
| <input type="checkbox"/> Disability-related accommodation (verification required) | <input type="checkbox"/> Significant change in industry or licensure standards and required for employment/licensure (documentation reqd) |
| <input type="checkbox"/> Extenuating circumstances (documentation required) | <input type="checkbox"/> Significant lapse of time (at least three years), and course/program has a recency prerequisite (documentation reqd) |
| <input type="checkbox"/> Legally mandated training (documentation required) | |
| <input type="checkbox"/> Repeatable course (exceeding 4 enrollment limit) | |

Explain why you need to repeat the course, including what you plan to do to ensure success (attach an additional sheet if necessary). Attach any required supporting documentation. *(If additional space is needed, please attach a separate document)*

Have you used any support services listed below? Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Career Center | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Counseling Services | <input type="checkbox"/> Math Learning Center |
| <input type="checkbox"/> Disability Resource Center (DRC) | <input type="checkbox"/> Transfer Center |
| <input type="checkbox"/> English Department Writing Center | <input type="checkbox"/> TRIO/Student Support Services |
| <input type="checkbox"/> Extended Opportunity Programs & Services (EOPS) | <input type="checkbox"/> Tutoring Resources |
| <input type="checkbox"/> Financial Aid & Scholarship Services | <input type="checkbox"/> Veterans Services |

The petition will be reviewed by the Director of Enrollment Services. You will be notified of the decision by email.

Student Signature _____ Date _____

******* OFFICE USE ONLY *******

Action Taken: Approved Denied **Claim Apportionment:** Yes No

Comments: _____

Director, Enrollment Services _____ Date _____

Course Rep Petition.xlsx (Revised 05/26/23) Date Processed/Initials: _____

See reverse for more specific information.

Spring Fall Summer Year _____

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Palomar ID Number

Palomar College
Admissions & Records Office

Enrollment Form
(ADDS/DROPS)

Office Use Only

Name _____
Last First M.I

Birth Date

Mo	Day	Yr
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Initial Registration Adds

Class Number	Course	Faculty Signature*

* Student has been participating since the start date of class or before the census date and should be added.

STUDENT REPRESENTATION FEE
A Student Representation Fee of \$1.00 will provide support for students or representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal government. You may, for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee. If you decide not to participate, please indicate your reason here.

DROPS (Deadlines on back) Refund Deadline: 13 days after start of class. It is the student's responsibility to officially drop classes or be subject to an "F" or "FW" grade.

Class Number	Course

Student Signature _____

Date ____ / ____ / ____

Add/Drop Timetable

eServices at www.palomar.edu

For actual deadline dates, please consult the current schedule of classes.

Registering/ Adding A Course	First week of instruction	Through 1 st Census Deadline	After Census Deadline
	If class is closed, secure permission number from faculty. Use eServices to add a class.	All semester-length classes require a permission number to add. Request a permission number from faculty. Use eServices to add a class.	Only registration in short-term or open-entry/open-exit classes is permitted. If class is closed, request a permission number from faculty. Use eServices to add a class.
Refund Deadline: 13 calendar days after start of session			
Permission Numbers	<ul style="list-style-type: none"> Are 6-digit numbers that are assigned to students by instructors to authorize enrollment in a class that is closed. Are different from class numbers. Are UNUSABLE after the add deadline. DO NOT DELAY in adding your class with permission number. After the deadline dates, you will be required to obtain a faculty signature.		
Wait List Policy	If a class is closed, you may place your name on a wait-list (if available). If a seat opens up you will be automatically added. Confirm your status in eServices.		
Dropping A Course/ Withdrawal From College	NO NOTATION PERIOD	"W" GRADE PERIOD – 50%	EVALUATIVE GRADE PERIOD–51%
	The No Notation deadline is the day before Census Day. Use eServices to drop a class. Faculty permission is not required. No notation or grade will appear on your record.	The "W" GRADE deadline is 50% of days in session. Use eServices to drop classes. Faculty permission is not required. A "W" grade will appear on your record.	The "EVALUATIVE" GRADE period is 51% of days in session or after. No drops are allowed during this period. An evaluative grade (A,B,C,D,F, FW) or "I" must be given.
Pass/ No Pass Grading	30% of days in session. Complete P/NP grading form and return to Admissions Office.	Auditing A Class	Not all classes are available for auditing. Secure application for audit and return to Admissions Office. Requires faculty, department chair and dean signature. If changing from credit to audit status after the refund deadline, no enrollment fees will be refunded and the \$15 per unit audit fee will be charged. There is no deadline for original registration under audit status.