# ENROLLMENT DEADLINE FOR FALL 2018

October 2, 2018, is the last day for students to add Fall Quarter classes. Students wishing to add new classes after October 2nd must submit a [**Petition for Late Enrollment**](http://www.shoreline.edu/apply-and-aid/registration/documents/Petition-for-Late-Enrollment.pdf) to the instructors of the classes they wish to add.

Exceptions to this deadline that do not require a Petition for Late Enrollment are:

| **Example** | **Process** |
| --- | --- |
| * Re-enrolling in classes that have been dropped for non-payment
* Changing to a different section of the same course with the same instructor
* Changing levels of ESL when the change is initiated by the instructor
 | Use the [Schedule Change Form](https://www.shoreline.edu/apply-and-aid/registration/documents/add-drop-form.pdf); instructor signature or emailed permission required  |
| State employees and senior tuition waivers | Use the appropriate waiver form and [Schedule Change Form](https://www.shoreline.edu/apply-and-aid/registration/documents/add-drop-form.pdf); instructor signature or emailed permission required  |
| For fully-online students | 1. Email the instructor from your [go.shoreline.edu](http://www.shoreline.edu/currentstudents/email/) address requesting permission to add the class.
2. If permission is granted, forward the instructor’s reply to regdl@shoreline.edu. Make sure to indicate:
	* Your full name
	* Student ID number
	* Name and item number of the course
	* A statement asking to be registered for that class
 |
| Late start or continuous enrollment classes | Use the [Schedule Change Form](https://www.shoreline.edu/apply-and-aid/registration/documents/add-drop-form.pdf); no instructor permission required unless the course is full |

Some explanation may be helpful for other types of section changes that require a Petition for Late Enrollment:

| **Example** | **Process** |
| --- | --- |
| * Changing sections, same course, but different instructor (e.g., changing from 8:30 am section to 9:30 am section of the same course with a different instructor)
* Changing levels of courses other than ESL (e.g., changing from MATH& 107 to MATH 099)
 | [Petition for Late Enrollment](http://www.shoreline.edu/apply-and-aid/registration/documents/Petition-for-Late-Enrollment.pdf)The petition must include a plan for student success after changing sections, the permission and signature of receiving instructor(s), and the permission and signature of the dean. |

If students are looking for a late starting or continuous enrollment class to add after the first week of the quarter, it may be helpful to refer them to [Fall 2018 Late Starting/Fast Track Classes](https://app.shoreline.edu/class-schedule/default.aspx?mode=fast_track) on the website.