Appendix: Signature requests to these signers will be sent as follow:

1. Send Signature Request
2. All Instructors
3. All Department Chairs
   - If late enrollment reason is Other:
     - Office of Registrar (records-regist@sjsu.edu)
     - Financial Aid & Scholarship Office (fao@sjsu.edu)
       - If answered Yes to Financial Aid question:
         - Bursar/Cashier (cashierbanking@sjsu.edu)
4. Petition
   - Enter Deny Reason
   - Completed Petition Emailed to All Signers
   - Denied
5. Petition
   - Approved
6. Student
   - Need to open the petition attachment from the Completed email to see whether your petition has been Processed or Denied and comments.
   - Check Petition Result