



Petition for Late Add

Last Name

First Name

Student ID Number

Semester/Year

Section #

Subject & Course #

16 Wk

8 Wk

Other

Instructor's Name

Please state the reason you are requesting to add this class after the deadline. Specifically, explain why you were unable to process your electronic add code by the published deadline.

NOTE: Since class is added after the census date, **no refund will be given** if the class is dropped at any given time after the student is officially enrolled.

Student's Signature

Date

TO BE COMPLETED BY THE INSTRUCTOR:

The first day this student attended class was on _____

Instructor's Signature

Date

TO BE COMPLETED BY THE DIVISION DEAN:

Approved

Denied

Division Dean's Signature

Date

Approved

Denied

V.P. of Instruction's Signature

Date

Full term (16 weeks) class:

3rd Week - Division Dean's signature required

4th Week - V.P. of Instruction's signature required

First or Second 8-week class:

2nd Week – Division Dean's signature required

3rd Week – V.P. of Instruction's signature required

Admissions & Records Office Use Only

Accepted by: _____

Date _____

CAP Yes ___ No ___