



# Petition for Late Add

Petition for Late Add and Class Add form (page 2) are required for processing.

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
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**To be completed by the Instructor:**

The first day this student attended class was \_\_\_\_\_

Instructor's Signature	Date
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**To be completed by the Division Dean:**

<input type="checkbox"/>	<input type="checkbox"/>		
Approved	Denied	Division Dean's Signature	Date

<input type="checkbox"/>	<input type="checkbox"/>		
Approved	Denied	V.P. of Instruction's Signature	Date

**Full term (16 weeks) class:**

3<sup>rd</sup> Week - Division Dean's signature required  
4<sup>th</sup> Week - V.P. of Instruction's signature required

**First or Second 8-week class:**

2<sup>nd</sup> Week – Division Dean's signature required  
3<sup>rd</sup> Week – V.P. of Instruction's signature required

**Admissions & Records Office Use Only**

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_ CAP Yes \_\_\_ No \_\_\_