**OFFICE OF ADMISSIONS AND RECORDS**

**Petition to Add a Class Late**

Semester:  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
Year:  

**Student Name**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Student I.D.</th>
</tr>
</thead>
</table>

**Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Email</th>
</tr>
</thead>
</table>

**CRN | SUBJ | CRSE | SEQ | DAYS | TIMES | UNITS | INSTRUCTOR**

**STUDENT: Please write the reason/s for petitioning to add the above class late:**

If you are enrolling in excess of 17 units (7 units in summer semester), an additional form with a counselor’s signature is required. I understand that by adding this class late I am responsible for all fees even if I drop or withdraw from this class later.

**Student Signature:** ____________________________  Date:  __________________

**To Be Completed by the Instructor**

- [ ] Recommend Approval  
- [ ] Recommend Disapproval

Reason for recommendation of approval:

**I certify that the above-named student was actively attending my class prior to census day.**

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Signature (Required)</th>
<th>Date</th>
<th>Phone #</th>
<th>Mailbox</th>
</tr>
</thead>
</table>

(Print name clearly)

**To Be Completed by the Department Chair**

- [ ] Recommend Approval  
- [ ] Recommend Disapproval

Reason for recommendation of approval:

**IMPORTANT:** In compliance with College policy, this petition to Add a Class Late must be submitted to the Registration Center on or before the deadline date published in the Instructional Calendar. All petitions received after the deadline date will be returned to the department chair. **Appeals must be submitted to the Vice-Chancellor of Academic Affairs for his/her consideration in waiving the established deadline date.**

<table>
<thead>
<tr>
<th>Vice-Chancellor of Academic Affairs</th>
<th>Signature (Required)</th>
<th>Date</th>
</tr>
</thead>
</table>

(Print name clearly)

**For Office Use Only – Not processed due to the following reasons:**

- [ ] Time conflict  
- [ ] Over maximum units  
- [ ] Academic standing  
- [ ] Prerequisite  
- [ ] No current application  
- [ ] Course repetition  
- [ ] Duplicate section  
- [ ] Other  

Received By: ____________________________  Date:  __________________  Posted By: ____________________________  Date:  __________________

A&R Form – 08/2013  
White copy: Registration Center  
Canary copy: Instructor  
Pink copy: Department Chair  
Goldenrod copy: Student