OFFICE OF ADMISSIONS & RECORDS

Petition to Add a Class Late

Semester:  ☐ Fall  ☐ Spring  ☐ Summer  Year: ______

Student Name
Last  First  Middle  Student I.D.

Address

City  State  Zip  Email

CRN #  COURSE NAME / NUMBER  ADD CODE

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

If you are enrolling in excess of 18 units (8 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  (Please return petition to the student)

Reason for recommendation of approval:

I certify that the above-named student was actively attending my class at census.

Instructor Name (Print clearly)  Signature (Required)  Date  Phone #  Mailbox

To Be Completed by the Department Chair

☐ Recommend Approval  ☐ Recommend Disapproval  (Please return petition to the student)

Dept. Chair Name (Print clearly)  Signature (Required)  Date  Phone #  Mailbox

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.

Vice-Chancellor of Academic Affairs (Print clearly)  Signature (Required)  Date

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

☐ Time conflict  ☐ Over maximum units  ☐ Academic standing  ☐ Prerequisite  Holds __________
☐ No current application  ☐ Course repetition  ☐ Duplicate section  Other __________

Received By: _______________________  Date: ______________  Posted By: _______________________  Date: ______________

A&R Form – 12/2016  White copy: Registration Center  Canary copy: Instructor  Pink copy: Department Chair  Goldenrod copy: Student