

Census Date: _____ Return By: _____
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Late Add Petition

Instructions:

1. Students will use this form for late registration after the last day to add a course if they did not enroll during the registration or late add period.
2. The petitioning student must take this form to Admissions & Records no later than 5 business days after the census date for approval and registration into the course.

To Be Completed by Student:

Student Name: _____ Student ID: _____
Last Name First Name Middle Initial

Phone: _____ Email Address: _____

Please indicate which term: Summer Fall Spring Year 20_____

List Course:

Course Name	Course Number	Section Number	Units	Instructor Name

Detailed reason for registering after the deadline: _____

Student Signature _____ Date _____

To Be Completed by the Instructor: *The student's first date of attendance must have been prior to census.*

Recommend approval Recommend Disapproval

List Census Date for Course: _____ Student's First Date of Attendance: _____

List reason for recommendation of Approval: _____

Instructor Signature _____ Date _____

To Be Completed by the Approving Manager (Dean or A&R Director):

Approved Denied

Comments: _____

Manager Signature _____ Date _____

Office Use Only:

Processed By: _____ Date _____