

|                    |
|--------------------|
| Census Date: _____ |
|--------------------|

### **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:**

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:**

Posted By: \_\_\_\_\_ Date \_\_\_\_\_