



Admissions and Records Office

PETITION TO LATE ADD

THIS SECTION TO BE COMPLETED BY STUDENT

Student's Name (Print): _____

Student ID No.: _____ / _____ / _____

Mailing Address: _____

Phone Number: _____

I understand I am responsible for maintaining current information with the Enrollment Services Office regarding my educational goal and related enrollment information each term I register for classes. I agree to provide this information to Enrollment Services if it is not currently on file for this term.

Student Signature

Date

SUBMIT THIS TO YOUR INSTRUCTOR TO COMPLETE AND SIGN. YOUR INSTRUCTOR WILL FORWARD IT TO THE DEAN FOR APPROVAL. YOU ARE RESPONSIBLE TO FOLLOW UP WITH ALL PAYMENTS DUE AT THE BUSINESS OFFICE AND TO VERIFY THE ADD OR SECTION CHANGE HAS BEEN IMPLEMENTED. IF THIS IS NOT APPROVED BY THE DEAN THE FORM WILL BE RETURNED TO THE INSTRUCTOR TO ADVISE YOU.

INSTRUCTOR USE ONLY

The student named above has been in attendance since _____ in my class:
(Date)

Course Ref. No. _____ Subject-Number-Section _____, for the
(Example: 81252) (Example: HIST 101 AA)
_____ Term, 20____, for _____ units but his/her name does not appear on the official class roster.

Explanation: _____

Instructor Name (Print)

Instructor Signature

Date

DIVISION DEAN USE ONLY

Approved Denied

Comments: _____

Dean Signature _____

Date: _____ / _____ / _____

ADMISSIONS & RECORDS OFFICE

Received: _____ / _____ / _____

Processed: _____ / _____ / _____

Student Notified: _____ / _____ / _____