



Late Add Petition

Registration requests after the 10th instructional day of the quarter, with the exception of continuous enrollment or late-starting classes, must be petitioned and are subject to a **\$36.50 per class late add fee**. Petitions require documentation of extenuating circumstances that prevented registration during the standard timeframe and are only considered for students **who attended the class prior to the 10th day of the quarter**. Petition must be submitted within the quarter the class was taken. Notification of the status of the petition will be sent to the student to their email within 48 hours.

Student Information

Student Name: _____ Student ID: _____

Email Address: _____ Phone Number: _____

Fall Winter Spring Summer Year : _____

To Be Completed By Instructors		
Class	First Day of Attendance	Instructor <i>(Email may be attached to form in lieu of signature)</i>
_____ Class # _____ Dept. Course Section	/ /	_____ Signature _____ Printed Name
_____ Class # _____ Dept. Course Section	/ /	_____ Signature _____ Printed Name
_____ Class # _____ Dept. Course Section	/ /	_____ Signature _____ Printed Name
_____ Class # _____ Dept. Course Section	/ /	_____ Signature _____ Printed Name

