

Student Information

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 Name:		Student ID:
Email Address:		Phone Number:
☐ Fall ☐ Winter ☐ Sprin	ng □ Summer Year	:
	To Be Completed By Instr	uctors
Class	First Day of Attendance	Instructor (Email may be attached to form in lieu of signature)
Class #	/ /	Signature
Dept. Course Section		Printed Name
Class #	/ /	Signature
Dept. Course Section		Printed Name
Class #	/ /	Signature
Dept. Course Section		Printed Name
Class #	/ /	Signature
Dept. Course Section		Printed Name

Are you receiving Financial Aid (grants, loans, scholarship, or work study)? ☐ Yes ☐ No Are you receiving VA Benefits? ☐ Yes ☐ No **Explanation** Provide a detailed description of the extenuating circumstances that prevented registration during the standard timeframe. By signing below, I am certifying that the information provided is true. Misrepresentation of the facts or documentation may be sufficient cause for automatic denial of this request and may be in violation of the student conduct code. If granted registration, I agree to pay tuition immediately including the \$36.50 per class late add/reinstatement fee. _____ Date: _____ Signature: _____ Official Use Only:

Received by: _____ Date: ____ □ Checked for holds

Special Classifications (check all that apply)