Request to Retroactively Add Course(s) after Census

This form is to be used when the student is requesting to add one or more courses after the census date. Only serious and compelling reasons will be considered.

University ID# __________________  Term/Year________________________

Last Name ______________________  First Name ___________________________  Date ______

INSTRUCTIONS:
1. Attach this form to a University-Wide Petition.
2. Pay the petition fee of $10.00 at the Cashier’s office before signatures are obtained.
3. Complete this form and obtain the signature of the instructor for each course.
4. Complete the University-Wide Petition and obtain the signature of the Dean(s) for each course to be added.
5. Attach detailed and specific documentation explaining the reason for the retro-add. Documentation is required.
6. Both forms must be completed including all required signatures in order to be processed.

ADD COURSE(S)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
<th>Course#</th>
<th>Section#</th>
<th>Grading Option</th>
<th>Instructor Signature</th>
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<td>Letter</td>
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</table>

If adding courses changes your registration status from part time status (0-6 units) to full time status (7 units and over), additional fees will be assessed and you will be held responsible for payment.

By signing this form, I confirm that I have paid all appropriate fees and cleared any hold(s) to date that may prevent me from registering.

Student signature__________________________________________          Date________________________

Rev. June 2011