

Late Add Form

This form is to be used when a student is requesting to add course(s) after the Last Day to Add as indicated on the Schedule Informational Guide

Only serious and compelling reasons will be considered.

INSTRUCTIONS:

- Complete this form and obtain instructor(s) signature.
- Complete the University-wide petition and pay the \$10.00 fee at the Cashier's office, MSR 100.
- Obtain the Dean(s) signature of the appropriate Colleges(s) on the petition.
- Attach detailed and specific documentation explaining the reason for the late add. Documentation is required
- **Both forms must be completed including all required signatures in order to be reviewed**

University ID# _____ Term/Year _____ Date _____

Name _____
First Middle Last

Email address _____ Phone # () _____

ADD COURSE(S)							
5 Digit Class #	Subject	Course#	Section#	Grading Option			Instructor Signature
				Letter	CR/NC	Audit	

If adding a course(s) changes your registration status from part time status (0-6 units) to full time status (7units and over), additional fees will be required. **Fees must be paid before course(s) will be added.**

Student signature _____

Date _____