Admissions and Records Petition
Late Add (After Census)

Petition refers to: Fall 20 ________ Spring 20 ________ Summer 20 ________

Student Name ____________________________________________ Date of Birth ______________________
Mailing Address ____________________________________________ SCC Email Address ______________________
City __________________ State __________ Zip __________ SCC ID# ____________________________
CRN# ________ Course Name/# ____________________________

STUDENT MUST PROVIDE WRITTEN EXPLANATION AND/OR SUPPORTING DOCUMENTATION
Be specific and attach relevant documents that explain why you are requesting to be added after the deadline

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student’s Signature ____________________________________________ Date ____________ Telephone No. ____________

TO BE COMPLETED BY THE INSTRUCTOR AND APPROPRIATE DEAN:

Student has been attending the class prior to the census date but could not register due to:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Instructor Signature ____________________________ Print Instructor’s Name ____________________________ Date ____________

Dean Signature ____________________________ Print Dean’s Name ____________________________ Date ____________

Students not actively attending class prior to the census date may not register for class.

OFFICE USE ONLY

Processed in Banner? □ Y □ N Initials ______________ Date ____________

Notification Email? □ Y □ N Initials ______________ Date ____________

Comments: ____________________________________________

________________________________________________________

Student responsible for understanding information on all pages of documents.
Updated: 4.3.14 LCP
Filename: OAR(\Ishtar)/10-11 Recal/A&R Forms-Petitions/Petition-Late Add 4.3.14.LCP
Please return to A&R for processing
Late Add Information and Instructions

- Fees will be posted to student’s account and student will be responsible for paying online or paying in person at cashier window during business hours.

- “Computer Glitch” is not an acceptable reason for using a late add petition. If a student feels they have encountered a computer glitch they should contact Admissions and Records immediately via phone, email, or in person.

Instructions:

1. Complete petition
2. Submit to professor
3. If professor approves he or she will submit to their Dean for approval.
4. Once Dean reviews, petition will be returned to Admissions and Records.
5. If approved by professor and Dean, Admissions and Records will process student’s registration.
6. Whether approved or denied, Admissions and Records will email copy to student’s SCC email showing determination within ten (10) business days of student submission to professor.