

PLEASE PRINT

Admissions and Records Petition  
Late Add (After Census)

Petition refers to: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

Rec'd By \_\_\_\_\_

Date \_\_\_\_\_

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: \_\_\_\_\_

## 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.