

LAST DAY TO SUBMIT AN APPROVED LATE ADD PETITION FOR A FULL SEMESTER CLASS TO ADMISSIONS & RECORDS IS FRIDAY, FEBRUARY 10, 2023 – NO EXCEPTIONS



**Admissions & Records - Late Registration Petition
Spring 2023**

Please print below & Do Not Leave Any Blanks

Today's Date: _____ Student Email Address: _____

Instructor's Name: _____ Course/Section#: _____

Student's Name: _____ Student ID #: _____ Phone # _____

- I understand that I am late in enrolling for the **Spring 2023** semester due to the following extenuating circumstances, and that **I have been in attendance during the Add/Drop period (as noted in the Schedule of Classes)**.
- I further understand that I am responsible to make up all work that I may have missed due to late enrollment.
- I further understand that my enrollment fees for this course are due immediately.

REASON FOR LATE ENROLLMENT: _____

Student's Signature _____ Date _____

This is to verify that this student has been participating in my class **during the Add/Drop period** of school and I would like to recommend the student be allowed to enroll after the Add/Drop Registration deadline.

First day of Attendance was: _____ (to be completed by instructor).

By signing this form, I am verifying that the student will be given reasonable time to complete work missed because of the late add and that by doing so the student has the opportunity to be successfully complete the course.

Instructor's Signature _____ Date _____

Late Enrollment Approved Late Enrollment **NOT** Approved

Comments: _____

Department Dean _____ Date _____

Late Enrollment Approved Late Enrollment **NOT** Approved

Comments: _____

Dean of Student Affairs/ Enrollment Services _____ Date _____

Late Adds Petitions may be allowed under the following conditions:

- Late adds must be processed in Admissions & Records by the due date on this Petition.
- Late add students must be eligible for admission to the College as regularly enrolled students.
- Late add students must be eligible to enroll in this course. (prerequisites, repetition, etc. must be met, free of course conflicts, etc.)
- Late add students must not have any outstanding holds on their student account.

Late Add Procedures:

1. The student must complete, sign, and submit the Late Add Petition to the instructor of record before the due date of the petition which is located on the front of the petition.
2. If the instructor approves, s/he will indicate the first day of attendance on the petition, and sign the Late add.
3. The student will then secure the signature of the Area Dean. (Ask your instructor who their Area Dean is for the course you are adding late into. Also ask for the office location, and phone number.)
4. The student will be notified by email or by phone from the Dean's office to pick up their petition within two working days of submission.
5. The student will then return the completed petition to the Admissions & Records Office within one day of picking up the petition from the Dean's office.
6. The Admissions & Records Staff will check to ensure that the student does not have any outstanding holds on their student account at the time of submission.
7. The Dean of Student Affairs-Enrollment Services will review the late add petition and make a determination about whether the student is eligible within two working days.
 - a. If the student is eligible, the Admissions & Records Staff will enroll the student within one working day from receiving the approved petition. The student will be notified by email that they have been registered and that they should confirm their registration by reviewing the PAWS Self Serve schedule online.
 - b. If the student is not eligible and/or not approved, the student will be notified by email within two working days of submission of the late add form to Admissions & Records.
8. The student will be required to pay for their late add (if applicable. Payment can be made online using PAWS Self Serve. Students are responsible for all instructional materials charges.