

LATE ADD PETITION FOR ONE CLASS

Guidelines

1. This is a petition to add a class later than the tenth day deadline for the current quarter. If you believe that you have extenuating circumstances that warrant consideration for adding a class late, attach a TYPED or *legibly* handwritten narrative along with supporting documentation outlining in detail the reasons you seek a late add into a course. **REQUESTS SUBMITTED WITHOUT AN ATTACHED NARRATIVE WILL BE DENIED.**
2. Submit your completed petition with instructor and division dean signatures plus supporting documentation to the dean of Enrollment Services. Your form will be reviewed and either approved or denied. Once approved you will be directed to pay the \$100 fee and your registration will be processed.
3. College personnel should be aware that course credits added after the tenth class day of the quarter are not reported to the state of Washington and are consequently not eligible for state funding. Therefore, courses are added late only for unusual circumstances.

Fees

1. Students must pay a \$100.00 (per class) late add fee plus any additional tuition and fees that may be due at the Cashiers Office in Building 25. Payment must be made at the time the class is added. **DO NOT WAIT FOR A BILL.** If the appropriate fees are not paid by the end of the following business day, your registration will be canceled.

Last name, first name and middle initial	Quarter/Year
Student ID Number	Phone Number for contact between 8:00 am and 5:00 pm.

Course to be added:

Item #	Dept.	Course #	Section	Credits	Audit	Time	Day(s)

REQUIRED SIGNATURES SECTION

I have reviewed the guidelines. The details and specific circumstances supporting my request for adding a course late are on the attached documents. **I AGREE TO THE GUIDELINES SET FORTH IN THIS POLICY.**

Student Signature _____
Current Date

- I have read this petition and () recommend () do not recommend a late add of this course.

Instructor Signature _____
Current Date

- I have read this petition and () recommend () do not recommend a late add of this course.

Division Dean Signature _____
Current Date

- APPROVED
- DENIED

Dean of Enrollment Services

Current Date

CASHIERS CONFIRMATION OF PAYMENT: This student has paid the \$100.00 late fee to add this course.

Cashiers' Signature

Current Date