



Late Add Petition

RECEIVED

Petition distributed to student by: _____

I. Personal Information

Name: _____ Student ID #: _____
(last, first -- please print clearly)

Telephone: _____ Email: _____
(area code + number)

II. What are the reasons an exception should be made?

ON A SEPARATE PIECE OF PAPER, please explain the circumstances regarding your request to add a class(es), including dates, past the deadline. Attach necessary documentation to this form. If approved a \$50 Late Registration Fee will be applied to your account.

Petitions cannot be processed without this information.

- The year and quarter affected is:

(E.g., Spring 2011, Fall 2012, etc.)
- List item numbers and courses the request involves:

III. Required Signatures:

Student: By signing below I certify that I have read the information on the reverse side of this form and that all statements on this form and all supplemental information submitted with this form are true.

Date: _____

Instructor(s): _____ Date: _____

What is first date student attended? _____ *(attach additional pages for more instructors)*

Instructions

Return completed petition and supporting documentation to Kodiak Corner for review.

- Add course past deadline** - If you are receiving Financial Aid, classes added after the last day to add/drop may not be considered as part of your enrollment level when calculating your aid eligibility. If approved, a \$50 Late Registration Fee will be applied to your account. You are responsible for the late fee and your tuition balance. If you do not pay you will be billed and your account may be sent to a collection agency.

Official use only:

Approved / Denied | Staff initials: _____ Date: _____
 Backdate Add (Date of First Attendance) Add Late Fee Item # (9999) SM4015 Note SM5003 (LP)

Comments: