



PETITION FOR LATE ADD

Step 1: Complete the following personal and course information.

Name: _____
SBCC Student ID: K _____
Street Address: _____
City: _____ State _____ Zip: _____
Email _____ Phone: _____

Course Information:
Semester _____
Year _____
Course _____
CRN _____
Add Auth Code ____ _
Instructor _____

Step 2: State the reason(s) you are requesting a late add. Specifically, address why you were unable to meet the stated deadline for adding this course.

Step 3: TO BE COMPLETED BY THE INSTRUCTOR. Indicate the student’s first date of attendance in the course. Your signature reflects your approval for this late add request.

First date of attendance in the course: _____

(Must have attended during the first two weeks of a full semester length course (Fall/Spring) or prior to census for Summer or short courses.)

Instructor Name: _____ Instructor Signature: _____
(Please print.)

Step 4: Sign, date and return completed petition to Admissions & Records.

I acknowledge that Admissions & Records will send the results of my Petition for Late Add to my Pipeline email account and that I am financially responsible for payment of fees.

Student Signature

Date

OFFICE USE ONLY

Approved ____
Denied ____
NO ACTION ____
Comments