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### Ohlone College Admissions and Records

E-mailed from NOC

\_\_\_\_\_  
Staff Initial

39399 Cherry St. NC1312  
 Newark, CA 94560  
 (510) 742-2431

## PETITION FOR LATE ADD

#### AP 5075 Course Adds and Drops (References: Title 5 Sections 55024 and 58004)

- Adding courses: Students may add classes through the registration period.
- After the registration period concludes, classes may only be added by formal request from the student to the faculty, Division Dean and Admissions and Records office. Late adds will not be approved for any reason after Friday of the 3<sup>rd</sup> week of any Fall or Spring Semester for full term courses, or after the end of the first week of Summer term or any short term class.

#### PART I: TO BE COMPLETED BY STUDENT

<b>ACTION REQUESTED (for instructor use only)</b>				
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Example: Smith, Joe	0000000	ART-100-01	000000	XYZ12
<b>Student Name (Last Name, First Name)</b>	<b>Student ID#</b>	<b>Course ID</b>	<b>Synonym #</b>	<b>Add Code</b>

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.

**Justification:**

- I acknowledge that Admissions and Records will send the results of my Petition for Late Add to my email on file.
- I acknowledge that an add authorization code and/or late add petition does NOT override pre-registration holds, prerequisites, co-requisites, disqualification, unit limitation, financial obligations, etc.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PART II: TO BE COMPLETED BY INSTRUCTOR AND DIVISION DEAN

Indicate the student's first date of attendance in the course. Your signature reflects your approval for this late add request.

Date of first attendance in the course: \_\_\_\_\_

- Student has been attending prior to census date (Add for apportionment)  
 (Student 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.)
- Student has not been attending prior to census date (Add without apportionment)  
 (Form cannot be processed without valid explanation by the instructor of the mitigating circumstances that resulted in student not being enrolled within deadlines.) Explanation:

**Justification:**

In accordance with the State of California accounting regulations, I certify that the action should be taken for the student listed above:

\_\_\_\_\_  
Instructor Name (Print)                      Instructor Signature                      Date

\_\_\_\_\_  
Division Dean Name (Print)                      Division Dean Signature                      Date

#### PART III: RETURN COMPLETED PETITION TO ADMISSIONS AND RECORDS

<b>OFFICE USE ONLY</b>
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<b>A&amp;R Processing Information:</b>
<b>ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</b>

_____ Dean of Enrollment Services	_____ Date	_____ Processed by	_____ Date
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