

OHLONE COLLEGE — OFFICE OF ADMISSIONS AND RECORDS

DATE ISSUED: _____ **This form must be returned to the Office of Admissions and Records no later than one week after the date issued.**

REQUEST TO ADD A CLASS AFTER THE DEADLINE

STUDENT TO COMPLETE	PRINT NAME: _____ STUDENT ID # _____ <div style="display: flex; justify-content: space-between; margin-left: 100px;"> Last First MI </div> PHONE NUMBER: (____) _____ E-MAIL ADDRESS: _____ DEPT, COURSE # _____ SYNONYM # _____ DATE OF EARLIEST ATTENDANCE: _____ REASON FOR LATE ADD: _____ _____ STUDENT'S SIGNATURE _____ DATE _____
FACULTY	I certify that the above named student was actively attending my class as of this date <input style="width: 150px; height: 20px;" type="text"/> INSTRUCTOR'S SIGNATURE _____ DATE _____
DIV. DEAN	DIVISION DEAN'S SIGNATURE _____ DATE _____ <p style="text-align: center; font-size: small;">*Required only if student was not attending class before census date.</p>

Admissions & Records Use Only: Entered by _____ Date _____