

Spring 2022 Late Add Petition

This form will not be accepted before the fourth week of classes.

Students are not permitted to add a class beyond the third week of the semester. Exceptions may be made only in cases of extenuating circumstances outside of the student's control and when the student has been attending the course and is current with all coursework. The student must provide documentation as to the extenuating circumstance and obtain written approval by the instructor and the program chair. Extenuating circumstance is defined as verified accident, illness, university error, or other circumstance beyond the student's control. (SP 18-01)

Late Add Petition Instructions:

- 1) Obtain instructor and program chair signatures for the class(es) you wish to add. Approvals via email will be accepted.
- 2) Sign and date the bottom of the form. Type written 'signatures' will be accepted on an electronic form.
- 3) Describe reason for adding late and include documentation to support extenuating circumstance.
- 4) Submit completed form to the Registrar's Office at registrar@csuci.edu or to the Enrollment Center, Sage Hall 1020. A response will be sent to your university email address. If your petition does not meet campus policy criteria for extenuating circumstances, you may not be added to the class.

****If submitting via email, please email from your university email address****

First Name _____ Last Name _____ Student ID _____

Phone _____ Email _____ Date _____

Class Number	Subject	Course Number	Section Number	Units	Instructor Signature	Date	Program Chair Signature	Date
1234	MATH	100	02	3	<i>Example</i>		<i>Example</i>	

Description of Extenuating Circumstance:

It is your responsibility to pay any additional fees associated with a late add.

You are advised to verify your account status with Student Business Services and any award status with Financial Aid.

Student Signature _____ Date _____

Registrar's Office Use Only: Processed by: _____ PS Update: _____ Student Notified: _____ SBS/FA Notified _____