

LATE ADD PETITION FOR ONE CLASS
 SUBMIT TO ENROLLMENT SERVICES BY END OF 7TH WEEK OF THE QUARTER

GUIDELINES

1. This is a petition to add a class later than the "Last Day to Add" deadline in the current quarter. If you believe that you have extenuating circumstances that warrant consideration of adding a class late, attach a TYPED or *legible* handwritten narrative along with supporting documentation outlining in detail the reasons that you are seeking a late add into a course. REQUESTS SUBMITTED WITHOUT AN ATTACHED NARRATIVE WILL BE DENIED.
2. This petition is NOT needed if:
 - a. You have been attending the class since the tenth day of the quarter (or the last day to add the class if it's a late starting or continuous enrollment class) or
 - b. You registered for the class but were dropped for non-payment of tuition.
3. Submit your completed petition with instructor and division dean signatures, supporting documentation, and a completed registration form to the Enrollment Service Office, Lynnwood Hall.

FEES

You must pay a \$27.00 late add fee (per class) at the Cashier's Office in Lynnwood Hall before turning this petition in to Enrollment Services. Tuition will be due the next business day. **DO NOT WAIT FOR A BILL!** If the appropriate tuition and course fees are not paid by the next day, your registration will be canceled.

Last Name, First Name, and Middle Initial

Student ID Number

Phone Number for Contact between 8:00 a.m. and 5:00 p.m.

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COURSE TO BE ADDED:

ITEM NO.	DEPT.	COURSE NO.	SECTION	NO. OF CREDITS	QUARTER	YEAR

REQUIRED SIGNATURES SECTION

College personnel should be aware that course credits added after the tenth class day of the quarter are not reported to the State of Washington. This can affect the state funding of the department and Edmonds Community College. Therefore, courses are added only in unusual circumstances. **In no case will this course be added if the instructor or the division dean does not recommend the late add.**

I have reviewed the Guidelines. The details and specific circumstances supporting my request for a late course add are on the attached typed sheet. **I AGREE TO THE RULES SET FORTH IN THE GUIDELINES.**

_____ Date

Student's Signature

I have read the student's petition and [recommend] [do not recommend] a late add of this course.

_____ Date

Instructor's Signature

I have read the student's petition and [recommend] [do not recommend] a late add of this course.

_____ Date

Division Dean's Signature