LATE ADD EXCEPTION FORM

Late adds BEFORE the refund date must be signed by a division dean.
Late adds AFTER refund date must be signed by division dean and the Vice President for Instruction and Student Services*.

(Student, please complete and request the faculty member comment and sign, then request the division dean's approval. If the request is after the refund date, the Vice President's signature is also required.
Take completed form to Admissions and Advising Center to be enrolled in class.
To avoid being dropped from the class for nonpayment, student needs to pay for course either online or through the Cashier's Office on the same day student is added to the class.)

Student Name: _____
(Last) **(First)** **(Middle)**

Student ID Number: _____ **Semester/Year:** _____

Course Name: _____ **Course Number:** _____
(example: English 111) **(example: 51623)**

Student Explanation *(required)*: _____

Instructor Comment *(required)*:

☐ Student has regularly attended/participated in class; or

☐ Other: _____

Instructor Name (please print): _____

Instructor Signature: _____ **Date:** _____

Division Dean Signature: _____ **Date:** _____

***Vice President's Signature:** _____ **Date:** _____

2/17/2011