



LATE ADD APPEAL FORM

Students may add classes up until the “Last Day to Register/Add a Course as listed on the Academic Calendar. After this deadline, students may appeal for a late class add through the appropriate academic division office.

(Student, please complete and take the form to the division dean’s office). To avoid being dropped from the class for nonpayment, students granted a late add need 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: _____

Student has regularly attended/participated in class; or

Other: _____

Instructor Name (please print): _____

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