



# Request for **LATE ADD**

To be Printed on Pink Paper

<b>Admissions Office Use Only:</b>	<b>Date:</b>	<b>Clerk:</b>	<b>Decision:</b> <input type="checkbox"/> Accepted <input type="checkbox"/> Denied
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### **LATE ADD PROCEDURES:**

NOTE: The statements below relate only to the requests for **LATE ADDS**.

#### **Semesters**

1. During the first 2 weeks of the fall or spring semester, students should add classes by using the Add Authorization Code provided by the instructor.
2. After the first 2 weeks of the semester, students must use this Late Add form to add a class. It must be signed by the instructor, verifying that the student has been in attendance since either the first or second week of the semester.

#### **Intersessions**

3. For winter or summer intersessions, students should add classes by the expiration date on the Add Authorization Code provided by the instructor. The expiration date varies by class.
4. The late add period for intersessions is 22% of the class. Students must use this Late Add form to add a class. It must be signed by the instructor, verifying that the student has been in attendance during the first 22% of the class.

**NOTE: For late add requests, the instructor must sign this form indicating that the student has been in attendance since the beginning of the class (first 22% of the class). Students may NOT add classes after this time frame unless there is a clear exceptional circumstance.**

### **1. Student Information:**

Name: \_\_\_\_\_ Mt. SAC ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **2. Course in which the LATE ADD is requested:**

Course (CRN#): \_\_\_\_\_ Name of Course: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Semester/Session:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

### **3. To be completed by the Instructor:**

- Student has been in attendance since the first or second week of the semester, or the first 22% of a short-term class.

#### **Reason for Late Add Request:**

- Student was given an ADD LABEL prior to the label's expiration date which was lost or never processed.

Other: \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_