



## 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:** \_\_\_\_\_