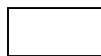
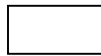


February 9 4



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- Late adds must be processed in Admissions & Records by the due date on this Petition.
 - Late add students must be eligible for admission to the College as regularly enrolled students.
 - Late add students must be eligible to enroll in this course. (prerequisites, repetition, etc. must be met, free of course conflicts, etc.)
 - Late add students must not have any outstanding holds on their student account.

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1. The student must complete, sign, and submit the Late Add Petition to the instructor of record before the due date of the petition which is located on the front of the petition.
 2. If the instructor approves, s/he will indicate the first day of attendance on the petition, and sign the Late add.
 3. The student will then secure the signature of the Area Dean. (Ask your instructor who their Area Dean is for the course you are adding late into. Also ask for the office location, and phone number.)
 4. The student will be notified by email or by phone from the Dean's office to pick up their petition within two working days of submission.
 5. The student will then return the completed petition to the Admissions & Records Office within one day of picking up the petition from the Dean's office.
 6. The Admissions & Records Staff will check to ensure that the student does not have any outstanding holds on their student account at the time of submission.
 7. The Dean of Student Affairs-Enrollment Services will review the late add petition and make a determination about whether the student is eligible within two working days.
 - a. If the student is eligible, the Admissions & Records Staff will enroll the student within one working day from receiving the approved petition. The student will be notified by email that they have been registered and that they should confirm their registration by reviewing the PAWS Self Serve schedule online.h.84.