



Late Add Petition

Forms must be submitted by instructor to Dean only. Deans must then submit completed form to Admissions. Students who were not attending the course prior to the census date are not eligible to register in the course.

Fall
 Spring
 Summer
 Year: _____

Section I – Student’s Personal Information				
B Number	Name			
Email Address				
Section II – Check one box below				
A. Instructor Dropped, requesting reinstatement <input type="checkbox"/> Yes <input type="checkbox"/> No				
B. <input type="checkbox"/> Not registered by deadline based on extenuating circumstances – Explain why you were not able to register in the course by the deadline. Attach any documentation related to your circumstances.				
C. <input type="checkbox"/> Accidentally dropped myself, would like to be added back				
Section III – Course Information				
Course Information – Use a separate form for each class. You must obtain an add code from your instructor if you marked Section IIB.				
Add Code Issued	CRN	Subject	Course Number	Instructor
Section IV – Online Office Confirmation (online classes only)				
Contact the Online Office at nolson@barstow.edu for verification of online work submitted.				
Date Syllabus Submitted	Dates Discussions Posted	Dates Quizzes Completed	Other	
Section V – Instructor Verification				
First Date of Attendance	Last Date of Attendance	Date Add Code Issued		
Instructor			Date	
Comments:				
Section VI – Dean Approval				
Approved	Denied	Date		
Dean			Date	
Comments:				
Section VI – Office Use Only				
Date form reviewed	Eligible to register <input type="checkbox"/> Academically <input type="checkbox"/> Financially	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Email notification sent by/date	Comments			