Late Add Petition

Forms must be submitted by instructor to Dean only. Dean's must submitted 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 ☐ Yes ☐ No

B. ☐ 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. ☐ 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 ☐ Academically ☐ Financially	☐ Approved ☐ Denied
Email notification sent by/date	Comments	