

September 6, 2011

Dear SBCC Student,

We are writing to alert you to an important policy change at Santa Barbara City College. On January 27, 2011 the Board of Trustees approved changes to Board Policy and Administrative Procedure 5075 Course Adds, Drops and Withdrawals regarding the late add process at SBCC:

Students who miss the last day to add deadline for a course due to extenuating circumstances may submit a Petition for Late Add to Admissions & Records. In order to be eligible for consideration of a late add a student must have begun attending the course prior to the last day to add deadline. Instructor approval and signature is required for consideration. **The final deadline to submit a Petition for Late Add is the end of the 4th week of the semester for full semester length classes (25% length of the class for classes less than full semester in length).**

It is your responsibility to review your official class schedule in Pipeline to verify that you are registered in all classes that you are attending prior to the deadline. Petitions for Late Adds cannot be accepted after the Late Add Deadline. For Fall 2011 the Late Add Deadline is Friday, September 16, 2011 at 1:00 p.m.

To review the full policy and procedure visit
http://www.sbcc.edu/boardoftrustees/board_policies_procedures.php .

We wish you much success as you pursue your educational goals at SBCC!

Sincerely,

Allison Curtis
Director, Admissions & Records