



SANTA BARBARA CITY COLLEGE

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PETITION FOR LATE ADD

Received by Admissions & Records

BP/AP 5075: 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).

Step 1: Complete the following personal and course information.

Name:
SBCC Student I.D. K _____
Street Address:
City, State, Zip:
Email:
Phone:

Course Information:
Semester _____
Year _____
Course _____
CRN _____
Add Auth Code _____
Instructor _____

Step 2: State the reason(s) you are requesting a late add. Specifically, address why you were unable to meet the stated deadline for adding this course.

Step 3: TO BE COMPLETED BY THE INSTRUCTOR. Indicate the student's first date of attendance in the course. Your signature reflects your approval for this late add request.

First date of attendance in the course: _____

(Must have attended during the first two weeks of a full semester length course (Fall/Spring) or prior to census for Summer or short courses.)

Instructor Name: _____ Instructor Signature: _____
(Please print.)

Step 4: Sign, date and return completed petition to Admissions & Records.

- I acknowledge that Admissions & Records will send the results of my Petition for Late Add to my Pipeline email account.
- I acknowledge that an add authorization code and/or late add petition does NOT override pre-registration holds, prerequisites, corequisites, disqualification, unit limitations, financial obligations, etc.

Student Signature

Date

OFFICE USE ONLY:
<input type="checkbox"/> Approved _____
<input type="checkbox"/> Denied _____
<input type="checkbox"/> No Action / Insufficient Information _____
Comments: _____