

**SB  
CC**  
SANTA BARBARA CITY COLLEGE  
**PETITION FOR LATE ADD**

Received by Admissions & Records

**Step 1: Complete the following personal and course information.**

Name:
<b>SBCC ID K</b> _____
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 and that I am financially responsible for payment of fees.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

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