Late Add Petition

Please complete the following. PRINT legibly and clearly.

NAME: L.T. Adder       DAY PHONE: (916) 867-5309       DATE: 6/1/16

**NO ADD SUP REQUIRED.** Students will be notified of petition outcome via your **LRCCD Email Address.**

**Enrollment must be completed in person.**

1. Notice to Student:
   A student will only be allowed to add a class after census for extenuating circumstances as defined by Title 5, section 58004 (verified cases of accidents, illness, or other circumstances beyond the control of the student). See back of this petition for more detailed instructions.

2. Course Information (see instructions on page two)

<table>
<thead>
<tr>
<th>Term (e.g. Fall 2015)</th>
<th>Session (e.g. Full Term, or 2nd 8-week etc.)</th>
<th>Course Code (e.g. 11111)</th>
<th>Course Title (e.g. BIOL 102)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term</td>
<td>Fall 2016</td>
<td>11111</td>
<td>Biol 102</td>
</tr>
</tbody>
</table>

3. Student’s Justification of Request (Justification must be consistent with the description in 1 above. Attach supporting documentation if possible.)

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I understand that it is my responsibility to fulfill all requirements of this class.

Student’s Signature: L.T. Adder       Date: 6/1/16

4. Required Additional Signatures: (By verifying and signing, I support this request) *Please only mark one box*

☐ Student has been in continuous attendance since the first day of the course.

-OR-

☐ Student has been attending since ____________________________

Student’s First Day of Attendance (Date Only)

Instructor’s Signature/Date: Instructor 6/1/16       Area Dean’s Signature/Date: Dean, Area 6/1/16

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ENROLLMENT SERVICES ADMINISTRATOR USE ONLY

Your petition has been reviewed and your request has been: ☐ Approved ☐ Denied ☐ No Action

Administrator’s Signature (Enrollment Service Only)       Date

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ACTION TAKEN

☐ Tracking Log ☐ Processed ☐ Phone ☐ Not Processed

Processed By/Date: ____________________________________________
Comments: __________________________________________________

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ADDITIONAL ITEMS NEEDED to COMPLETE PROCESS

☐ Time Conflict Petition ☐ Repeat Petition

☐ Exceed Unit Petition ☐ Pre-Requisite Equivalency Form

☐ Other: ____________________________________________________
American River College
Late Add Petition Instructions

Purpose of the ARC Late Add Petition
The Late Add Petition provides students an opportunity to be added to a course beyond the deadline set by state law, district policy or college practices and procedures. See the ARC Catalog and Schedule of Classes for policies related to your request. Deadline dates are mandated by the State of California and are not arbitrarily set by the college. Consideration of exceptions to policies is, therefore, a very serious matter. Exceptions will be granted when extenuating circumstances (accident, illness or death in the family) beyond the control of the student prevented adherence to the published deadline dates. Not being aware of the deadline is not an acceptable reason for seeking an exception. Students must take personal responsibility for adhering to all published dates.

Instructions
➢ Complete the student information section at the top of the form.
➢ Section ① - Carefully read the Notice to Student.
➢ Section ② - Fill in the course information.
➢ Section ③ - Explain the reason you are requesting to add the course after the last date to add.
➢ Section ④ - The instructor and Area Dean must sign before submitting for approval.
➢ NO ADD SLIP REQUIRED

Please Note
➢ This form is available at the ARC Enrollment Services Office, the e-Services Registration Lab, and on the ARC website. An example of a completed form is available on the website for use by staff, faculty and students.

➢ Submit this form at the ARC Enrollment Services Office or the e-Services Registration Lab.

➢ Fax and email submission will not be accepted.

You will be notified by e-mail of action taken approximately 10 business days after you have submitted your Petition.