

LATE ADD COURSE REQUEST



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SMCCCD

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Fax: (650) 574-6506

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Fax: (650) 738-4200

Directions for student and faculty:

1. Student completes their section, then submits to instructor.
2. Instructor completes their section of the petition, then will forward form to the Dean for approval.
NOTE: Dean will return form to the instructor if denied.
3. The Dean forwards the approved form to the Admissions & Records Office for processing. The Admissions & Records Office will email an updated schedule bill to the student.
4. Student is responsible for following up with payments due at the Business Office.

Please Note: Per Title 5 of the California Code of Regulation (§ 58004), under no circumstances will a student be allowed to enroll in a class after Census Day. All late adds must be approved by the Division Dean and or Vice President.

THIS SECTION TO BE COMPLETED BY STUDENT

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

Semester (please check the appropriate semester): Spring Summer Fall Year: _____

GRADE MODE
<input type="checkbox"/> LETTER
<input type="checkbox"/> PASS / NO PASS

	CRN	COURSE NAME	COURSE NUMBER	COURSE SECTION	# OF UNITS
Example:	81348	Elementary Algebra	MATH 110	AA	5.0

NOTE: Refund/Withdrawal deadlines published will apply to this course.

Student Signature Date

INSTRUCTOR USE ONLY

I certify that the student named above does not appear on the most recent class listing and has been in attendance in my class since: _____ and has my permissions to register.
Date

Explanation:

Instructor Name (Print) Instructor Signature Date

DIVISION DEAN USE ONLY

Approved Denied

Comments: _____

Dean Signature: _____

Date: _____

ADMISSIONS & RECORDS OFFICE

Received: _____

Processed: _____

Student Notified: _____