EDMONDS COLLEGE

LATE ADD PETITION FOR ONE CLASS

Submit to Enrollment Services by the Last Day to Withdraw deadline

GUIDELINES

1. This is a petition to add a class later than the "Last Day to Add" deadline in the current quarter. If you believe that you have extenuating circumstances that warrant consideration of adding a class late, attach a TYPED or *legible* handwritten narrative along with supporting documentation outlining in detail the reasons that you are seeking a late add into a course. REQUESTS SUBMITTED WITHOUT AN ATTACHED NARRATIVE WILL BE DENIED.
2. This petition is NOT needed if:
   a. You have been attending the class since the tenth day of the quarter (or the last day to add the class if it's a late starting or open entry/open exit class) or
   b. You registered for the class but were dropped for non-payment of tuition.
3. If this petition is approved, after being enrolled you will be charged a $27.00 late add fee (per class). Tuition will be due immediately, however, the fee may take a business day to be applied to your account. DO NOT WAIT FOR A BILL! If the appropriate tuition and course fees are not paid, your registration may be canceled.
4. Submit your completed petition with instructor and division dean signatures (note that emails giving permission work in place of a written signature). Include the written narrative and any supporting documentation to registration@edmonds.edu or the Enrollment Services office, Lynnwood Hall.

Last Name, First Name, and Middle Initial

ctcLink ID Number | Student's Email Address

COURSE TO BE ADDED:

CLASS #	DEPT.	CATALOG #	SECTION	# OF CREDITS	TERM	YEAR

REQUIRED SIGNATURES SECTION

College personnel should be aware that course credits added after the tenth class day of the quarter are not reported to the State of Washington. This can affect the state funding of the department and Edmonds College. Therefore, courses are added only in unusual circumstances. **In no case will this course be added if the instructor or the division dean does not recommend the late add.**

I have reviewed the Guidelines. The details and specific circumstances supporting my request for a late course add are on the attached typed sheet. **I AGREE TO THE RULES SET FORTH IN THE GUIDELINES.**

Student's Signature Date

I have read the student's petition and ☐ [recommend] ☐ [do not recommend] a late add of this course.

Instructor's Signature Date

I have read the student's petition and ☐ [recommend] ☐ [do not recommend] a late add of this course.

Division Dean's Signature Date

Nondiscrimination Statement: Edmonds College does not discriminate on the basis of race; color; national origin; sex; disability; age; religion; sexual orientation; citizenship, marital, or veteran status; or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Kathy Smith (Title IX and Section 504 Coordinator/Investigator); Clearview Building, Room 122B; kathy.smith@edmonds.edu, 425.640.1814.