



# Late Add Petition

(Instructions on reverse side)

**After the Add/Drop period** (days 1-5 of a fall/spring term), a student must use this form to request permission to add a course. (This form is not necessary to change sections of the same course.)

- A \$10 fee will be charged to the student's account for each course added.
- Students may not register for more than 21 hours.
- Students on academic probation must have permission from their advisor, department chair and college dean to register for more than 14 hours. (Requests should be made on an *Academic Exception* form.)

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_ Phone \_\_\_\_\_

Total registered hours for this term including the additions requested below: \_\_\_\_\_

Student's GPA: \_\_\_\_\_

I am requesting to be registered late for the course below. I understand and agree that:

- I am responsible for all assignments and activities that I have missed;
- The instructor is not obligated to make any special arrangements or concessions based on my late registration;
- My absences may be counted from the first day of the semester, and I therefore may already have a significant number of absences under the attendance policy of this course.

Write the course prefix,  
number and section:

<p><b>ADD:</b> _____ - _____</p> <p>(Example: ENGL 111 04)</p> <p>CRN No.: _____ Semester: _____</p>
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Reason for requesting late registration: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROVAL SIGNATURES

I approve allowing this student to register late for the course indicated above.

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

<p>FOR REGISTRAR'S USE ONLY</p> <p>Registration completed by: _____ Date: _____</p>
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# Instructions for Late Add Petition

**This form applies after the Add/Drop period.** Prior to the end of the Add/Drop period, advisors and students may make changes to schedules.

**After the Add/Drop period** (days 1-5 of a fall/spring term):

- The *Late Add Petition* is used only for adding classes.
- All removals from a class must be done on a *Withdrawal from Class* form, regardless if the student is adding another class.
- Any time a student is “unregistering” for a course **after the add/drop period** a *Withdrawal from Class* form must be used.
- When adding and dropping a class (after the add/drop period), two forms must be submitted. Because these forms require separate actions, they do not need to be submitted together:
  1. a *Withdrawal from Class* form
  2. a *Late Add Petition*
- **To request a refund** when withdrawing from a course, a *Tuition/Fee Waiver* form must be approved.
- **To add a course** (e.g. a class a student is attending but not registered for), a *Late Add Petition* is required.
- **To change sections** of the same course, the teacher who is agreeing to accept the student into his/her course may email the Registrar’s Office, and the change will be made using the email as documentation (registrar@acu.edu).