

Note to student: This form must be returned to the Enrollment Services office by no later than close of business one week after the date you received the form. **Incomplete or late request forms will not be accepted.**

Name: _____ Student ID: _____

Course: _____ - _____ Section: _____ Semester: _____

Step One, Student: CCA courses all have registration deadlines and any requests to add a class to your schedule after this deadline must be properly documented and approved. Please explain why you missed the registration deadline for this course.

Step Two, Instructor Certification and Recommendation: Late registrations are approved by an Academic Dean or the Vice President of Instruction but the instructor must first recommend the student for addition to the class roster. Instructors are not required to approve a request and are free to make a recommendation based upon what they feel is best for the student and their class.

Instructor Name (Please Print) _____

Student has participated in my class since the first week (Yes or No) _____

I recommend this student as a late addition to my course (Yes or No) _____

Comments (optional): _____

Instructor Signature _____ Date _____

Step Three, Dean or Vice President of Instruction's Approval: Per CCHE policy, late add requests are acceptable if the student attended pre-census and the student was not registered by census as the result of an institutional error

Request Approved – The documentation attached or provided on this form is sufficient to allow a late add into the requested course

Request Denied

Comments (optional): _____

Signature _____ Date _____

For Enrollment Services Use Only

Completed Request form Received and processed on _____ by _____