



Late Add Request Form

Complete a separate form for each Academic School

FALL TERM (Aug - Dec) 200___
 SPRING TERM (Jan - May) 200___
 SUMMER TERM (May - July) 200___

Non-Curricular Curricular Name of Plan: _____
 Origin of Request: Student College Daytime Phone Number: _____
 Student's SSN: _____ EmplID: _____

 Last Name First Name MI Jr.,3rd

Please Print Clearly							
Courses Requested						Approved	
Class ID Nbr	Subject	Number	Section	Class Title	School Dean's Signature/AVPAA	YES	NO
<i>E</i> 25741	<i>X</i> IST	<i>A</i> 100	<i>M</i> 01A	<i>P L E</i> Introduction to Example Class			

Provide a written statement to support this request

I understand that I am responsible for having satisfied all placement testing requirements, prerequisites, and co-requisites prior to this request. I also understand that should my request be granted, payment will be due immediately upon registration. If my name does not appear on the official class roster in three days, I will not be allowed to attend class.

✳ SIGNATURE OF STUDENT: _____ DATE: _____

For Office Use Only

List the documentation provided: _____

Verification received from: Central Admissions & Record Central Financial Aid Business Office

Summary of Verification

✳ SIGNATURE OF ADVISOR/SPECIALIST: _____ DATE: _____

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification) handicap, national origin or other non-merit factors. Employer, date of birth, social security, sex and race information are optional and used for research, reporting and management of student records.

Lat Add Request

Late Add Policy (JSRCC Policy No.1-37)

- Late add activity will occur only for schedule adjustment purposes only. Schedule adjustments will only be made to a current student's schedule as the result of extenuating circumstances or college need.
- Extenuating circumstances include administrative error; e.g., inaccurate advising of students on course and/or curricular requirements; failure to process financial aid in a timely manner; and failure to process payment of bill in a timely manner.
- Extenuating circumstances do not include a student's failure to do any of the following:
 - pay complete balance of bill on time
 - submit financial aid documents by requested deadlines
 - complete any enrollment transactions within the appropriate timeframe