



ADMISSIONS AND RECORDS

Petition to Add After the Deadline

SUMMER / WINTERSESSION / SHORT-TERM / LATE-STARTING CLASSES

During the first week of short-term classes (classes lasting less than 16 weeks), students may be allowed to add a class after the deadline ONLY if they have been an ACTIVE PARTICIPANT during the first week.

If so, the instructor must verify, and the Division Dean approve:

Instructor's Signature

Course Name/Number

Section #

Division Dean

Student Name: _____ Date: _____

SS# or Student ID: _____ Telephone: _____

Student Signature: _____

Course Section # to be added: _____ Lab Section #: _____

Course Name/Number: _____ Units: _____

(Only fill out the drop section below if necessary)

Course Section # to be dropped: _____ Lab Section #: _____

Course number: _____ Units: _____

This petition must be turned in to the Admissions & Records Office at Aptos or the Watsonville Center no later than the end of the first week of the short-term class.

Student Registered: _____

Staff Member: _____