



Victor Valley College
Return completed form to
ADMISSIONS & RECORDS OFFICE
PETITION FOR LATE ADD

20_____

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Winter
Summer

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Spring
Fall

Students are only permitted to attend classes in which they are officially registered and for which they have paid the required fees. This petition to add a class late is provided as an exception for those students not able to register on time due to **unavoidable extenuating circumstances**. Approval is based on evidence of circumstances beyond your control, such as a death in the family, car accident, serious illness, eviction, etc. To be considered, you **must provide documentation**, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.

PLEASE PRINT ALL INFORMATION CLEARLY

Student Name – Last, First, M.I.	Student ID #
Address – Street, City, State, Zip	
Email	Phone

INSTRUCTOR MUST COMPLETE THIS SECTION

Class Start Date: _____ **Class End Date:** _____

Course you wish to add:

SECTION #	COURSE TITLE	UNITS	DAYS	TIMES	INSTRUCTOR'S NAME (PLEASE PRINT)	TODAY'S DATE	FIRST DAY OF ATTENDANCE

INSTRUCTOR'S SIGNATURE REQUIRED:

***Note: If an online class, instructor must provide an email with the first date of course activity.**

Instructions to Student:

- Attach a **typed paragraph** that briefly and clearly explains your extenuating circumstance, along with appropriate documentation as described above
- Obtain instructor signature
- Pay any current or past due fees prior to submitting the Petition
- Submit this petition to Admissions and Records in Building 23

☐ If you are waiting for a Prerequisite Challenge or other college petition to be approved, please check this box.

In submitting this Petition for Late Add, I understand that:

- The Committee's decision to approve or deny the Petition is final.
- If **approved**, I must register in-person and pay my fees at that time.
- If **denied**, I must stop attending class, as I will not receive course credit.

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY: Census Date: _____ All Fees Have Been Paid: _____

Approved _____ Denied _____ Signature: _____ Date: _____

Approved _____ Denied _____ Signature: _____ Date: _____

Comments: _____
