Late Add Request Winter 2018
Request to Add After the Established Deadline Until Census

Faculty and University policy govern the ability of students to officially enroll in
classes. The deadline to add classes for the Winter 2018 Intersession was
January 2. As a courtesy, The University may accept authorized requests to
add through January 5 (census) with the payment of a $25 late submission fee
to allow the campus, departments and students to receive credit for courses.

After census, late add requests will not be permitted unless the student can
document University error. In addition, students must have been “eligible to
enroll” by census to be considered. This includes, but is not limited to, the
satisfactory settlement of registration fees and financial obligations, clearance of
registration holds, and full eligibility to take courses in a degree or credential
program.

Once self-service registration ends (January 2), students must add classes in
person at the Records Office (ADM 409) using this form.

- The form must be presented with identification by census.
- The Records Office is open Monday-Thursday 8am – 6pm and
  Friday 8am – 5pm

A $25 late submission fee is required.

Important Reminders:
- Clear all registration holds before submitting this form to the Records
  Office.
- If you paid part-time fees and are increasing your number of units to more
  than six, or if you are a nonresident student, you will need to pay
  increased registration fees.
- Make sure you have the correct class number and section number for
each class.
- If applicable, excess unit/course overlap petitions must be submitted at the
  same time as this form.
- If you are requesting to attempt a class for the third time, you must also
  include an approved Repeat Limit Exception Request.

When adding a class:
- Authorization is required in the form of the Instructor’s signature and
  Department Chair’s signature.

Refer to the Registrar’s Office website at www.calstatela.edu/registrar for
deadlines and related policies.
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It is your responsibility to ensure that your enrollment record accurately reflects the classes you are attending. Please confirm your schedule on GET.

Semester: Winter 2018

Last Name: ______________________ First Name: ______________________ MI: ___
CIN: __________________________ Email: ______________________________________
Telephone: (____)_____________ Signature: _________________________________

Part-time students and nonresident students: note that you must pay increased registration fees before adding additional classes.

**ADDING CLASSES**

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Units</th>
<th>Instructor Signature*</th>
<th>Department Chair Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 12345</td>
<td>Example: MATH</td>
<td>Example: 2400</td>
<td>Example: 01</td>
<td>Example: 3</td>
<td>John Doe</td>
<td>John Doe</td>
</tr>
</tbody>
</table>

*Instructor approval authorizes an override of all requirements, including prerequisites and course enrollment limits.