



LATE ADD FORM

NAME: _____ TERM: _____

LOCAL ADDRESS: _____ DATE: _____

_____ ID#: _____

How many credits are you registered for this term? _____ EMAIL: _____

Course Information

Subject	Number	Section	Title	Professor	Credits

Please provide a detailed explanation of the following:

1. The circumstances that prevented you from registering before the published deadline.
2. The number of class meetings you have missed.
3. A brief description of the material covered during the class meetings you have missed..
4. Your plan for making up the missed coursework for successful completion of the course.

Obtain the following recommendations and signatures:

I have spoken with the student and I: ☐ Support this request ☐ Do not support this request

This student has been attending: ☐ Regularly ☐ Sporadically ☐ Not at all

Professor Signature: _____ Date: _____

I have spoken with the student and I: ☐ Support this request ☐ Do not support this request

Advisor Signature: : _____ Date: _____

The completed form should be emailed to records@puc.edu or submitted to the Records Office in Graf Hall.

The request will be considered by the Registrar and/or Academic Standards and General Education Committee. Please note the recommendation of your professor and advisor will be considered but their support does not guarantee that the committee will approve your request.

A fee will be assigned for any late add that is approved (see the General Catalog). Late add will not be considered after the 5th week of the term per catalog.

Decision: _____ Date: _____