

Date Stamp & Operator Initials

# Late Add Petition



CONTRA COSTA COLLEGE  
Admissions & Records Department  
2600 Mission Bell Drive, San Pablo, California 94806  
Phone (510) 235-7800 ext. 7500 – Fax (510) 412-0769

Students will use this form for late registration after the last day to add a course if they did not enroll during the registration or late add period of that particular class. The petitioning student must deliver this form to Admissions & Records no later than 5 business days after the census date for consideration, possible approval, and registration into the course.

## To Be Completed by Student

\_\_\_\_\_  
Last Name First Name M.I.  
\_\_\_\_\_  
Address Apt. no.  
\_\_\_\_\_  
City State Zip Code

CCC Student ID Number  
\_\_\_\_\_

( ) \_\_\_\_\_  
Phone  
\_\_\_\_\_@insite.4cd.edu  
Email

## To Be Completed by Student

Please indicate the term:  Summer  Fall  Spring Year 20\_\_\_\_\_

Section Number	Course	Units	Time	Instructor's Printed Name
Example: 0001	Engl-001A	4	1-3pm	John Comet

Detailed reason for registering after the deadline: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature (Required) Date

**Missing information will delay or jeopardize your enrollment**

## To Be Completed by the Instructor

Recommend approval  Recommend disapproval

List Census Date for Course: \_\_\_\_\_ Student's First Date of Attendance: \_\_\_\_\_  
(Required)

List reason for recommendation of approval: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature (Required) Date

**Missing information will delay or jeopardize the student's enrollment**

**Office Use Only**  Approved  Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager Signature/Designee Date

Census Date: \_\_\_\_\_ Last Day to Add: \_\_\_\_\_ Posted By: \_\_\_\_\_ Date: \_\_\_\_\_

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## ADDITIONAL INFORMATION

### The Ways Students Enroll for Classes at Contra Costa College

Students enroll in each class during one of three phases.

1. The first phase is called Open Enrollment, which concludes before midnight on the night before the first class meeting.
2. The second phase is called Late Registration and it concludes after 10% of the class has passed. Late Add (or Authorization) Codes are valid only during this period, after which they expire. It is during Late Registration that the Late Add Codes are used to enroll via the InSite Portal. Students who have enrollment restrictions must come to the admissions office to enroll. Not restricted students must register online.
3. The third phase is the time after Late Registration concludes, beginning after the “Last Date to Add” a particular course. In phase three student must complete the Late Add Petition to be eligible to enroll.

### The Enrollment “Grace Period”

California law and district policy requires that we institute a clear process for the adding of classes. This third phase can be considered as our “Grace Period”. If a student has not added a class by the end of Late Registration, s/he will have to submit to Admissions & Records the *Late Add Petition* for consideration. Establishing a clearly delineated Grace Period allows more time for faculty and students to sort out final enrollment while still allowing the college to comply with State law and District policies.

**THE FIRM DEADLINE FOR THE STUDENT TO DELIVER THE LATE ADD PETITION TO ADMISSIONS & RECORDS IS FIVE (5) BUSINESS DAYS AFTER THE CENSUS DATE FOR THE COURSE.**

### What Must Be Provided on the Petition

You, the student, must provide a detailed reason for registering after the deadline.

Your instructor must provide: **(Required)**

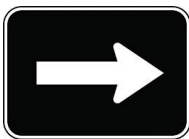
- A signature recommending approval or disapproval
- Mark approval or disapproval box
- Your first date of attendance in the class
- A reason for the recommendation
- First date of attendance must be before Census Date

\*\*\*Note: Census Reports reflect all add and drops submitted prior to Census Day. Title V language T58004. Districts shall, according to the procedures adopted by the governing board, clear the rolls of inactive enrollment.

### Is This The Correct Form to Use?

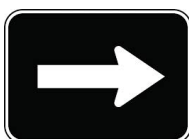
**IF:**

The Last Date to Add this course **HAS NOT** passed



**F:**

The Last Date to Add **HAS** passed



**THEN:**

Obtain a Late Add Code from your instructor. Logon to the InSite Portal to add the class utilizing the Late Add Code. Remember to use your Late Add Code before the end of the Last Date to Add your course, Late Add Codes will expire after that date.

**THEN:**

Fill out this Late Add Petition, have your instructor fill out her/his section and deliver it to Admissions & Records before the deadline. The deadline is the close of business, 5 business days after the course’s census date.