



# HOW DO I LATE ADD A CLASS AFTER THE DEADLINE FOR ENROLLMENT HAS PASSED?

If the deadline for the last day to add a class has already passed, then students must go the **“Welcome Center”** in the Student Services building on campus to get the **“LATE ADD PETITION”** form.

- 1.** This petition form must be completed in full by the student and then submitted to the instructor for completion and approval.
- 2.** No guarantee is immediately available to students that their petition will be approved, and that they will be admitted to the class
- 3.** Once the instructor completes the petition form and he or she has given his approval for enrollment in the class, you must then submit the petition to Admissions directly.
- 4.** Once you have submitted it to Admissions desk in the Student Services building, you will then be enrolled through the college system directly into the class.