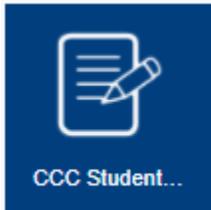


## Instructions for Submitting the Late Add Petition Dynamic Forms

Participants: Student > Instructor > Admissions



1.) The first step is for the student to login to their InSite account and select the CCC Student Forms tile.

2.) Next, select the form titled **Late Add Petition**



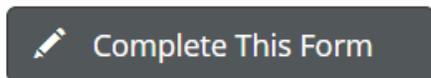
Late Add Petition

You will be greeted with the following Welcome Page. Once the form is submitted you can come back to this screen to view any **Pending/Draft Forms**, and your **Forms History**.

### Welcome to Dynamic Forms

Let's get started, Michael.

The Late Add Petition form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

3.) Click on “Complete This Form” to be directed to the form.

4.) The students information will auto populate except for their phone number.



Students use this form for late registration after the last day to add a course if they did not enroll by the deadline. The petitioning student must submit this form to Admissions & Records no later than 5 business days after the census date for consideration, possible approval, and registration into the course.

First Name	* Michael	Last Name	* Simpson	Student ID	* 1198568
Email	* msimpson568@email.4cd.edu	Phone	*		

5.) The student will then select the current term from the Term drop down. The student will then enter the 4 digit section number. The name of the course and additional course information including instructor name and email will auto populate.

Term	* Fall 2020		
Course Section Number (4-Digits)	* 2555		
Course name and number (ex. SPCH-120)	* CIS-135	Census Date:	9/8/2020 3:00:00 AM
Course Units (Number of units for this course ex. 3)	* 4.00	Last Day to Add:	9/7/2020 3:00:00 AM
Instructor	* Francis	* Reyes	
Instructor Email	* freyes280@email.4cd.edu		

6.) The student will then be required to provide a reason why they are registering after the last date to add. The student will then be asked to sign and submit the form.

<p><b>Detailed reason for registering after the deadline:</b></p> <p><b>Please complete carefully. Missing information will delay the processing of this request and may result in a denial of this petition.</b></p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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\* (click to sign)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The student will receive a confirmation email from [forms@contracosta.edu](mailto:forms@contracosta.edu).

The next section is to be completed by the instructor and then by admissions. The instructor will receive a link in an email from [forms@contracosta.edu](mailto:forms@contracosta.edu). Once the instructor clicks the link they will be taken to the same welcome page at the beginning of this document. The instructor will also login with their InSite credentials.

7.) The instructor will be required to make a selection approving or denying the Late Add. Check the box confirming that the student has been in attendance (or made contact with the instructor) prior to the Census Date. Sign and then submit the form. You and the student will receive a confirmation email once submitted.

Instructor * Francis	* Reyes	Email * freyes280@email.4cd.edu
Name:		
Please indicate whether you approve or deny this petition. * -- Please Select --		
I confirm that the student has been attending this course prior to census. If the student has not been attending prior to census, you are required by law to deny this petition. *		
<input type="checkbox"/>		
*  Signature _____ Date _____		

**NOTE:** Instructors are required by law to deny this petition if the student has not attended (or made contact with the instructor) prior to the Census Date.

The form will then move to the admissions office for final processing.