

# LATE ADD COURSE REQUEST



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

**SMCCCD**

## Check Appropriate College

**Admissions**  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Fax: (650) 306-3113

**Admissions**  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Fax: (650) 574-6506

**Admissions**  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Fax: (650) 738-4200

### Directions for student and faculty:

1. Student completes their section, then submits to instructor.
2. Instructor completes their section of the petition, then will forward form to the Dean for approval.  
**NOTE:** Dean will return form to the instructor if denied.
3. The Dean forwards the approved form to the Admissions & Records Office for processing. The Admissions & Records Office will email an updated schedule bill to the student.
4. Student is responsible for following up with payments due at the Business Office.

### THIS SECTION TO BE COMPLETED BY STUDENT

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Semester (please check the appropriate semester):    Spring    Summer    Fall    Year: \_\_\_\_\_

GRADE MODE
<input type="checkbox"/> LETTER
<input type="checkbox"/> PASS / NO PASS

	CRN	COURSE NAME	COURSE NUMBER	COURSE SECTION	# OF UNITS
Example:	81348	Elementary Algebra	MATH 110	AA	5.0

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

\_\_\_\_\_  
Date

### INSTRUCTOR USE ONLY

I certify that the student named above does not appear on the most recent class listing and has been in attendance in my class since: \_\_\_\_\_ and has my permissions to register.  
Date

Explanation:

\_\_\_\_\_  
Instructor Name (Print)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

### DIVISION DEAN USE ONLY

Approved      Denied

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

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ADMISSIONS & RECORDS OFFICE

Received: \_\_\_\_\_

Processed: \_\_\_\_\_

Student Notified: \_\_\_\_\_