



LATE ADD PETITION INSTRUCTIONS

Late add enrollments will only be approved under extenuating circumstances for students who attended the class prior to the census date. The deadline for submission is five business days following census day. The student must provide documentation as to the extenuating circumstances and the instructor must recommend and certify the first date of attendance. Extenuating circumstances is defined as a verified accident, illness or other circumstance beyond the student's control. PLEASE DOCUMENT THE EXTENUATING CIRCUMSTANCE THAT PREVENTED YOU FROM MEETING THE DEADLINE.

The steps are:

- Step 1: Complete Late Add Petition Form. Forms are available in the Welcome Center in A 101, and in Admissions and Records in A 109.
- Step 2: Complete the course information and extenuating circumstances portion of the form. Be sure to list all of the reasons why you believe you qualify for an extenuating circumstance late add. You must explain the situation clearly and concisely in the space provided on the form and attach any appropriate documentation. Failure to provide the appropriate documentation may result in denial of the petition. Once the decision is made it is final and may not be appealed.
- Step 3: Get permission number, first date of attendance and signature from the instructor to verify that you have been attending the class but were not able to register for the course before the "last day to add" due to an extenuating circumstance. PLEASE NOTE: obtaining the instructor's signature and add permission number does not guarantee approval of your Late Add Petition.
- Step 4: After you have completed all portions of the Late Add Petition form, turn it in to the Office of the Dean of Enrollment Services, which is located inside the Welcome Center in A-101. Once submitted, the Dean will evaluate your entire petition and make a decision regarding your Late Add Petition.

When a final decision is made the student will be notified and a copy of the petition will be sent for your records. If approved, the Dean's office will forward the documents to the Admissions and Records office to process the registration within three working days. Admissions and Records will contact the student if there are any holds that must be taken care of before they process the registration. After three days from approval notification students should log in to their Passport account to verify enrollment. Any concerns regarding the process of enrollment should be referred back to the Dean's office.

CONTACT INFORMATION Office of Enrollment Services			
Dean Mildred S. Lewis, Ed.D.	Welcome Center, A 101	(510) 464-3413	mildredlewis@peralta.edu
Cassandra Upshaw-Staff	Welcome Center, A 101	(510) 986-6939	cupshaw@peralta.edu
Huizhen (Joan) Su-Staff	Welcome Center, A 101	(510) 986-6955	hsu@peralta.edu

