



Laney College
 Admissions & Records Office
 Building A
 900 Fallon Street,
 Oakland, CA 94607
 510-464-3101
 laney.edu

ADMISSIONS & RECORDS LATE ADD PETITION

STUDENT INFORMATION

STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NUMBER
STREET ADDRESS	PHONE NUMBER
CITY, STATE & ZIP CODE	E-MAIL ADDRESS

COURSE INFORMATION

CLASS CODE NUMBER	DEPT/COURSE NUMBER	COURSE TITLE	TERM/YEAR

Late enrollments will only be approved under extenuating circumstances for students who attended the class prior to the census date to add. The student must provide documentation as to the extenuating circumstance and the instructor must recommend and certify the first date of attendance. Extenuating circumstance is defined as a verified accident, illness, or other circumstance beyond the student's control.

Student Justification of Request (documentation must be attached):

STUDENT SIGNATURE	DATE

INSTRUCTOR COMMENTS:	DATE STUDENT FIRST ATTENDED:						
<input type="checkbox"/> RECOMMEND <input type="checkbox"/> DO NOT RECOMMEND	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 25px;"></td> <td style="width: 50%; height: 25px;"></td> <td style="width: 25%; height: 25px;"></td> </tr> <tr> <td style="text-align: center;">INSTRUCTOR NAME</td> <td style="text-align: center;">INSTRUCTOR SIGNATURE</td> <td style="text-align: center;">DATE</td> </tr> </table>				INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE
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REASON:							
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> NON-APPORTIONMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 25px;"></td> <td style="width: 50%; height: 25px;"></td> <td style="width: 25%; height: 25px;"></td> </tr> <tr> <td style="text-align: center;">DEAN OF ENROLLMENT NAME</td> <td style="text-align: center;">DEAN OF ENROLLMENT SIGNATURE</td> <td style="text-align: center;">DATE</td> </tr> </table>				DEAN OF ENROLLMENT NAME	DEAN OF ENROLLMENT SIGNATURE	DATE
DEAN OF ENROLLMENT NAME	DEAN OF ENROLLMENT SIGNATURE	DATE					

REASON:

OFFICE USE ONLY

GIVEN BY:	RECEIVED BY:	POSTED BY:	STUDENT NOTIFIED BY:
DATE:	DATE:	DATE:	DATE:



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 (5) business days following census day. The student must provide documentation as to the extenuating circumstance and the instructor must recommend and certify the first date of attendance. Extenuating circumstances are 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 FOR ENROLLMENT.

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 (3) 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. If approved, students should log in to their Passport account after three (3) days from the notification to verify their enrollment. Any concerns regarding the process of enrollment should be referred back to the Office of the Dean of Enrollment Services.

CONTACT INFORMATION Office of Student Services			
Dr. Mildred Lewis, Dean	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