MORENO VALLEY COLLEGE LATE-ADD PETITION

MORENO VALLEY COLLEGE

(See Schedule of Classes or WebAdvisor for last day to add)

If approved, the last day to submit this petition to Admissions is 1 week after the last day to add as printed in the schedule and/or WebAdvisor.

The following reasons will NOT merit approval to enroll: Financial or academic holds, unable to pay fees, class needed for graduation/ transfer requirement, assessments or prerequisites not cleared, lack of understanding about class add deadlines or application/ registration procedures.

Student Name:_____   _____
                     (Last)   (First)   (MI)   (Social Security or Student ID#)

Class Title: _____   Section#: _____   Term: _____   Year: _____

College: _____   Instructor (print name) _____

Student: (allowable conditions per Title 5 State regulations) **It is the student's responsibility to get all required signatures and submit petition to Admissions by the deadline stated above.**

1. __ ILLNESS - You must prove you were ill or injured during the add period. You must attach a note from a doctor, clinic, or hospital certifying your illness and inability to add by the published deadline date.
2. __ ACCIDENT - You must attach a "true copy" of an original accident report from a police department, sheriff's office, California Highway Patrol, or other police agency. It is your responsibility to explain how the accident prevented you from adding by the published deadline date.
3. __ DEATH - You must attach a copy of the death certificate and explain your relationship to the deceased.
4. __ OTHER - Please note there are several reasons at the top of this page that will not be accepted as "other." Supporting documentation may be necessary to approve this request. **Please explain:**

I certify, under penalty of perjury, that the statements above are true and the documentation I have provided is accurate.

_____   _____
Student Signature   Date

Instructor: *I understand that if there is insufficient documentation to Justify the late add, the student will not be added to the class.* **Do not allow student to remain in class if you do not receive notice of add on WebAdvisor or in your mailbox (if not online). Student must have been in attendance prior to census in order for RCC to claim apportionment.**

By signing this form, I, the instructor, acknowledge that the student's statement is true and accurate to the best of my knowledge and I may be contacted by or asked to meet with the Dean of Instruction to justify this late add. **Comments:**

_____   _____
Instructor Signature   Instructor's Printed Name

_____   _____   _____
Extension   Today's Date   Student's 1st Date of Attendance

Dean of Instruction: ☐ **Approved** (supporting documentation must be attached) ☐ **Denied**

Student must have been in attendance prior to census in order for RCCD to claim apportionment. By recommending approval you acknowledge that the student has shown official documentation of accident, illness or death that has prevented student from adding within the deadline or has an approved "other" reason that is not listed at the top of the page and was beyond student's control. **Comments:**

_____   _____   _____
Dean of Instruction Signature   Extension   Date

A&R OFFICE USE ONLY - SUPERVISOR OR DESIGNEES (FILE for AUDIT)

Date: _____ Staff Name: _____ Comments (for A&R exceptions no signatures needed): _____

BD: _____ (register & backdate to 1st day of class) Note: Reinstatements should be backdated and coded; Late Add Petition not required.

07/23 DOI