# MONTEREY PENINSULA College

## LATE ADD PETITION

**Return in person to the Admissions & Records Office**
*Incomplete or illegible forms will not be processed*

Name _____

        Last                 First            MI

Email _____

Address _____

_____

City                 State            Zip

Registration Term:
☐Fall  ☐Spring  ☐Summer _____
                                year

MPC Student ID #  _____ /_____ /_____

Phone  (_____) _____

**NOTE:** Late add petitions will only be approved for students who began participating in class prior to the class census date. Please consult the online class schedule or contact Admissions & Records for exact dates.

I request to be enrolled in the following course:

Course _____      Section # _____      Number of Units _____

Grading Option:      ☐ Letter Grade      ☐ Pass / No Pass

*I understand that this form is valid for no more than **3 business days** after the instructor signature date and cannot be processed after the last day to drop with a W grade. It is my responsibility to visit Admissions & Records to register for the course within the given timeframe. I understand that to continue attending class I must be registered within this timeframe.*

_____      _____
                     Student Signature                           Date

## TO BE COMPLETED BY INSTRUCTOR

MPC faculty are not permitted to allow students to attend or participate in class (after the census date) who are not formally registered in the course section. MPC does not permit students to audit courses. Please check your class rosters frequently. Petitions will only be approved for students who began class before the census date. Establishing a late start section may be advisable. To reinstate a student, please complete a Reinstatement Form.

My attendance records indicate the student listed above began attending class on _____.
                                                                        Date

_____    _____    _____
        Instructor Name                      Instructor Signature                Date

**Notice**: Students should immediately appear on the roster after this form is processed by Admissions & Records. If a student does not appear on the roster after **4 business days** of the instructor signature date, the student may not continue to participate in the course. Late add petitions cannot be processed after the last day to drop with a W grade.

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Approved by_____ Date_____