

Late Add Petition

Students wanting to add classes past the 10th day of the quarter (8th day for summer) are required to do the following:

1. Complete and sign this form – Forms without the student's signature will not be processed.
2. Get instructor permission to be enrolled into the class. You may email the instructor or ask in-person.
3. Once the instructor has given you approval to join their class, please forward that entire email thread, **along with this completed form**, to ssccregistration@seattlecolleges.edu. You may also submit the form and/or proof of instructor approval in-person at the Registration Office in the Robert Smith Building.

Tuition is due immediately following registration, along with an additional late fee of **\$10.50 per credit**.

Student Name (First, Middle, Last): _____

ctcLink ID Number: _____ **Phone:** _____

Email: _____

Quarter: Summer Fall Winter Spring **Year:** _____

5-Digit Course Number (e.g. 00000)	Course Name (e.g. ENGL 101)	No. of Credits	Instructor Signature*

***Instructor permission via email or People Pages may be submitted in lieu of a physical signature.*

Explain Reason for Late Enrollment:

Student Signature: _____ **Date:** _____

Registration Staff Signature: _____ **Date:** _____