

## Late Add Petition

Students wanting to add classes past the 10<sup>th</sup> day of the quarter (8<sup>th</sup> 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 <a href="mailto:ssccregistration@seattlecolleges.edu">ssccregistration@seattlecolleges.edu</a>. 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:	one:		
Email:			
Quarter:   Summer			
5-Digit Course Number (e.g. 00000)	Course Name (e.g. ENGL 101)	No. of Credits	Instructor Signature*
**Instructor permission via ema	ı ail or People Pages may be s	submitted in lieu of a phys	sical signature.
Explain Reason for Late	e Enrollment:		
Student Signature:	Date:		
Registration Staff Signatu	Date:		

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