## Instructions:

Students must petition for a Late Add after the Add/Drop Deadline. The Registration Petitions Committee will review the request and send an email response within 72 hours to students Cal Maritime email address. Incomplete forms will be returned to students. The completed form should be returned, by the student, to the Office of the Registrar after all signatures are obtained (in order indicated below). Complete one form for each “late add” petition.

### Part I: Student Information

<table>
<thead>
<tr>
<th>NAME ___________________________________________</th>
<th>Student ID# ______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of:__________</td>
<td>Major:________________________________________________________________</td>
</tr>
<tr>
<td># of Units Currently Enrolled: ________</td>
<td>Cumulative GPA:______</td>
</tr>
</tbody>
</table>

Please explain the circumstances which prevented you from adding the course during Add Week:

_________________________________________________________________________________________
_____________________________________________________________________________________ __
_________________________________________________________________________________________
_________________________________________________________________________________________

*Attach supporting documentation to corroborate your reason for the Late Add.

### Part II: Course Information

<table>
<thead>
<tr>
<th>COURSE/SECT # ________________</th>
<th>CLASS # ___________</th>
<th>TITLE________________________________</th>
</tr>
</thead>
</table>

- Instructor's Approval ___________________________________________ Date ________________________
- Advisor’s Approval ____________________________________________ Date _________________________

*Captain’s Approval* ____________________________________________ Date _________________________
(Required if adding TSGB cruise)
- Cashier's Approval** ___________________________________________ Date _________________________
(Required to Confirm that Account is in Good Standing)
- Registrar’s Approval ___________________________________________ Date _________________________
(Required if after Census Date)

### Part III: Internal Use Only

Registration Petitions Committee Decision:  ☐ Approved  ☐ Denied

Attach communication to form; file in students’ academic folder.