



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.

<p>Part I: Student Information</p> <p>NAME _____ Student ID# _____</p> <p>Class of: _____ Major: _____</p> <p># of Units Currently Enrolled: _____ Cumulative GPA: _____</p> <p><i>Please explain the circumstances which prevented you from adding the course during Add Week:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>*Attach supporting documentation to corroborate your reason for the Late Add.</i></p> <p><i>I understand that I have missed the add deadline and that the Late Add Form is not guaranteed. In the event that this request is denied, I will enroll in the course(s) in a subsequent term.</i></p> <p><i>Student Signature/Date</i> _____</p> <p><i>Campus Email Address</i> _____</p>
<p>Part II: Course Information</p> <p>COURSE/SECT # _____ CLASS # _____ TITLE _____</p> <p>• Instructor's Approval _____ Date _____</p> <p>• Advisor's Approval _____ Date _____</p> <p>_____</p> <p>• Captain's Approval* _____</p> <p>Date _____</p> <p>(Required if adding TSGB cruise)</p> <p>• Cashier's Approval** _____ Date _____</p> <p>(Required to Confirm that Account is in Good Standing)</p> <p>• Registrar's Approval _____ Date _____</p> <p>(Required if after Census Date)</p>
<p>Part III: Internal Use Only</p> <p>Registration Petitions Committee Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Attach communication to form; file in students' academic folder.</p>