



# Petition for Late Add

Petition for Late Add and Class Add form (page 2) are required for processing.

_____		_____		_____	
Last Name		First Name		Student ID Number	
_____		_____		_____	
Semester/Year	Section #	Subject & Course #	16 Wk	8 Wk	Other

Instructor's Name \_\_\_\_\_

Please state the reason you are requesting to add this class after the deadline. Specifically, explain why you were unable to process your electronic add code by the published deadline.

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Since class is added after the census date, no refund will be given if the class is dropped at any given time after the student is officially enrolled.

_____	_____
Student's Signature	Date

**To be completed by the Instructor:**

The first day this student attended class was \_\_\_\_\_

_____	_____
Instructor's Signature	Date

**To be completed by the Division Dean:**

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Denied	Division Dean's Signature	Date

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Denied	V.P. of Instruction's Signature	Date

**Full term (16 weeks) class:**

3<sup>rd</sup> Week - Division Dean's signature required  
4<sup>th</sup> Week - V.P. of Instruction's signature required

**First or Second 8-week class:**

2<sup>nd</sup> Week – Division Dean's signature required  
3<sup>rd</sup> Week – V.P. of Instruction's signature required

**Admissions & Records Office Use Only**

Accepted by: _____	Date _____	CAP Yes ___ No ___
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SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

STUDENT I.D. 	LAST NAME	FIRST	MIDDLE INITIAL	TERM
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PETITION FOR CLASS ADD(S)      PROCESSED  SAC     SCC    CLERK'S INITIALS \_\_\_\_\_

SECTION NO.	UNITS	COURSE TITLE	INSTRUCTOR'S SIGNATURE

STUDENT SIGNATURE _____ / DATE _____
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ADDS

OFFICE USE ONLY

SAC

SEE NEXT PAGE FOR WITHDRAWAL POLICY

# SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

## OFFICE OF ADMISSIONS AND RECORDS

### POLICY ON WITHDRAWAL FROM CLASSES OF THE COLLEGE

- A STUDENT MUST DROP WITHIN THE FIRST TWO WEEKS OF INSTRUCTION FOR FALL AND SPRING SEMESTER FULL TERM CLASSES, AND BY THE FIRST DAY OF THE COURSE FOR SPRING INTERSESSION/SUMMER SESSION TO AVOID FEE CHARGES OR TO REQUEST A REFUND.
- A STUDENT WHO CANNOT CONTINUE IN A COURSE(S) HAS AN OBLIGATION TO OFFICIALLY WITHDRAW ONLINE. FAILURE TO COMPLETE AN OFFICIAL DROP MAY RESULT IN A “F” OR OTHER LETTER GRADE.
- A STUDENT WHO OFFICIALLY WITHDRAWS ONLINE THROUGH FRIDAY OF THE 12TH WEEK (FOR FULL SEMESTER COURSES) WILL RECEIVE A GRADE OF “W”. A COURSE LESS THAN A SEMESTER MUST BE DROPPED BEFORE 75 PERCENT OF THE COURSE HAS EXPIRED.

*KEEP ALL RECEIPTS UNTIL THE END OF THE SEMESTER.*