COLLEGE OF MARIN

ADMISSIONS & RECORDS

Petition to Add a Class Late for Weekly and Daily Census Courses

PLEASE PRINT

The Petition to Add a Class Late will only be considered for unusual circumstances beyond the control of the student that prevented enrollment by the established deadline dates. Note: The student must have been fully participating in the class the day immediately preceding the census date of the course.

❑ KENTFIELD CAMPUS
❑ INDIAN VALLEY CAMPUS

STUDENT IDENTIFICATION NO. (SOCIAL SECURITY NO.)

NAME LAST FIRST MIDDLE INITIAL

MAILING ADDRESS
NUMBER & STREET

CITY STATE ZIP

DAY PHONE
AREA CODE TELEPHONE NUMBER

E-MAIL ADDRESS

COURSE INFORMATION SEMESTER: ❑ FALL ❑ SPRING ❑ SUMMER 20 ____

SECTION NO.	COURSE TITLE & NO.	DAYS & TIMES	UNITS	FIRST DAY OF CLASS

EXPLANATION OF UNUSUAL CIRCUMSTANCES
Please use back of form if more space is necessary, and attach any documentation to this form.

I _____ certify that the above named student was actively
INSTRUCTOR'S NAME

participating in my class prior to the census date for the above course.

INSTRUCTOR'S SIGNATURE _____ DATE _____

OFFICE USE ONLY

RECEIVED BY _____ DATE _____

❑ APPROVED ❑ DENIED REASON FOR DENIAL _____

DEAN OF ENROLLMENT SERVICES _____ DATE _____

PROCESSED BY _____ DATE _____