

**GUIDELINES**

1. This is a petition to add a class later than the "Last Day to Add" deadline in the current quarter. If you believe that you have extenuating circumstances that warrant consideration of adding a class late, attach a TYPED or *legible* handwritten narrative along with supporting documentation outlining in detail the reasons that you are seeking a late add into a course. REQUESTS SUBMITTED WITHOUT AN ATTACHED NARRATIVE WILL BE DENIED.
2. This petition is NOT needed if:
  - a. You have been attending the class since the tenth day of the quarter (or the last day to add the class if it's a late starting or open entry/open exit class) or
  - b. You registered for the class but were dropped for non-payment of tuition.
3. You must pay a \$27.00 late add fee (per class) before turning this petition in to Enrollment Services. Contact [cashiersoffice@edmonds.edu](mailto:cashiersoffice@edmonds.edu) to activate this charge. Tuition will be due the next business day. DO NOT WAIT FOR A BILL! If the appropriate tuition and course fees are not paid by the next day, your registration may be canceled.
4. Submit your completed petition with instructor and division dean signatures (note that emails giving permission work in place of a written signature). Include the written narrative and any supporting documentation to [registration@edmonds.edu](mailto:registration@edmonds.edu) or the Enrollment Service Office, Lynnwood Hall.

Last Name, First Name, and Middle Initial

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ctcLink ID Number

Student's Email Address

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**COURSE TO BE ADDED:**

CLASS #	DEPT.	CATALOG #	SECTION	# OF CREDITS	TERM	YEAR

**REQUIRED SIGNATURES SECTION**

College personnel should be aware that course credits added after the tenth class day of the quarter are not reported to the State of Washington. This can affect the state funding of the department and Edmonds College. Therefore, courses are added only in unusual circumstances. **In no case will this course be added if the instructor or the division dean does not recommend the late add.**

I have reviewed the Guidelines. The details and specific circumstances supporting my request for a late course add are on the attached typed sheet. **I AGREE TO THE RULES SET FORTH IN THE GUIDELINES.**

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date

I have read the student's petition and ☐ [recommend] ☐ [do not recommend] a late add of this course.

\_\_\_\_\_  
Instructor's Signature\_\_\_\_\_  
Date

I have read the student's petition and ☐ [recommend] ☐ [do not recommend] a late add of this course.

\_\_\_\_\_  
Division Dean's Signature\_\_\_\_\_  
Date