



Late Add Petition

Instructions: Please fill in this form completely and return completed form to 1117 Cheadle Hall, UCSB 2085. You must obtain the signature of your instructor before submitting this petition., All needed course information can be found in the current quarter's *Schedule of Classes* (available online at <http://www.registrar.ucsb.edu/soc>). Approval of requests is **NOT** automatic.

Name _____ Perm # _____
Last First Middle

U-mail _____ Phone # _____ Declared Major(s) _____

Current Quarter _____ Year _____

| Dept. & Course # (e.g., Hist 17A) | Enrollment Code | Grading Option (Letter or P/NP) | Units | Instructor (Not TA) | Instructor Code | Repeat? Yes / No |
|--------------------------------------|-----------------|------------------------------------|-------|------------------------|-----------------|---------------------|
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Note: The Enrollment Code is **not** an "add code" but is listed for the class in the current quarter's *Schedule of Classes*. Leave Instructor Code blank unless the *Schedule of Classes* indicates this is needed, (e.g., 99's and 199's). The two-digit instructor code can be found in the current quarter's *Schedule of Classes* at the end of the course listings for each department.

Student's reasons for not adding by the published deadline: (Please use reverse side if necessary.)

I understand that my petition may be denied if any of the information I have given cannot be confirmed or if the reasons stated do not justify its approval.

 Student's Signature Date

The decision of the Dean will be sent to you via your Umail.

To the Instructor: Please indicate your recommendation by signing the appropriate line below:

- Student has regularly attended my class.
 I recommend approval of a late add.

 Signature Date
- Student has not regularly attended my class, but
 has adequate preparation to complete the course.

 Signature Date

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| ACTION OF THE DEAN OF UNDERGRADUATE STUDIES: | |
| Approved <input type="checkbox"/> Denied <input type="checkbox"/> | A \$3.00 FEE FOR EACH COURSE ADDED WILL BE CHARGED TO YOUR BA/RC ACCOUNT. |
| _____ Dean of Undergraduate Education | _____ Date |