

## LATE ADD PETITION

Return in person to the Admissions & Records Office  
*Incomplete or illegible forms will not be processed*

Name _____ Last First MI	Registration Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____ year
Email _____	MPC Student ID # ____ / ____ / ____
Address _____	Phone (____) _____
City State Zip	

**NOTE:** Late add petitions are approved for students who began participating in class prior to the class census date. Consult the online class schedule or contact Admissions & Records for exact dates.

I request to be enrolled in the following course:

Course \_\_\_\_\_ Section # \_\_\_\_\_ Number of Units \_\_\_\_\_

Grading Option:  Letter Grade  Pass / No Pass

\_\_\_\_\_  
Student Signature Date

**TO BE COMPLETED BY INSTRUCTOR**

**Note:** Petitions will only be approved for students who began class before the census date. Establishing a late start section is advisable. To reinstate a student, please complete a Reinstatement Form.

Date student began attending class \_\_\_\_\_

Reason for permitting student to remain in a course without proof of registration:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor Name Instructor Signature Date