California State University, Los Angeles

Records Office, ADM 409

Late Add Request Fall 2018
Request to Add After the Established Deadline Until Census

Faculty and University policy govern the ability of students to officially enroll in classes. The deadline to add classes for the Fall 2018 semester was September 4. As a courtesy, The University may accept authorized requests to add through **September 17** (census) with the payment of a $25 late submission fee to allow the campus, departments and students to receive credit for courses.

After census, late add requests will not be permitted unless the student can document University error. In addition, students must have been "eligible to enroll" by census to be considered. This includes, but is not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Once self-service registration ends, students must add classes in person at the Records Office (ADM 409) using this form.

- The form must be presented **with identification** by census.
- The Records Office is open Monday-Thursday 8am – 6pm and Friday 8am – 5pm

A $25 late submission fee is required.

Important Reminders:
- Clear all registration holds before submitting this form to the Records Office.
- If you paid part-time fees and are increasing your number of units to more than six, or if you are a nonresident student, you will need to pay increased registration fees.
- Make sure you have the **correct class number** and **section number** for each class.
- If applicable, excess unit/course overlap petitions must be submitted at the same time as this form.
- If you are requesting to attempt a class for the third time, you must also include an approved Repeat Limit Exception Request.

When adding a class:
- Authorization is required in the form of the Instructor's signature and Department Chair's signature.

Refer to the Registrar's Office website at www.calstatela.edu/registrar for deadlines and related policies.

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It is your responsibility to ensure that your enrollment record accurately reflects the classes you are attending. Please confirm your schedule on GET.

Semester: Fall 2018

Last Name: _____ **First Name**:_____ **MI**:_____

CIN:_____**Email**: _____

Telephone: (_____)_____**Signature:** _____

Part-time students and nonresident students: note that you must pay increased registration fees before adding additional classes.

ADDING CLASSES

Class Number	Course Subject	Course Number	Section	Units	Instructor Signature*	Department Chair Signature
Example: 12345	Example: MATH	Example: 2400	Example: 01	Example: 3	*John Doe*	*John Doe*

*Instructor approval authorizes an override of all requirements, including prerequisites and course enrollment limits.