Late Add Petition

Instructions: Please fill in this form completely and return to 1117 Cheadle Hall. You must obtain the signature of your instructor before submitting this petition. All needed course information can be found in GOLD. Obtain the Instructor Code from the department. Approval of requests is NOT automatic. IF APPROVED, A $3.00 FEE FOR EACH COURSE ADDED WILL BE CHARGED TO YOUR BA/RC ACCOUNT.

PLEASE PRINT NEATLY

Name_________________________________________     Perm # __________

Last          First                   Middle

U-mail__________________________@umail.ucsb.edu Phone # ____________Declared Major(s)________________________________________

Note: The Enrollment Code is not an "add code" but is listed for the class on GOLD. If the course is a 99 or 199, please include the instructor code along with the instructor’s last name. If you are adding a course with a discussion section, please provide the enrollment code for that section, not the lecture’s enrollment code.

<table>
<thead>
<tr>
<th>Dept &amp; Course # (e.g. HIST 17A)</th>
<th>Enrollment Code (five-digit number required)</th>
<th>Grading Option</th>
<th>Units</th>
<th>Instructor Last Name (Not TA) Add instructor code for 99/199</th>
<th>Repeating Course?</th>
<th>Section Switch</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Letter ☐ P/NP</td>
<td>☐ Y ☐ N</td>
<td>☐ Y ☐ N</td>
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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.

_________________________________________     Date
Student's Signature

The Dean's decision will be sent to your u-mail address.

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

1. Student has regularly attended my class.
   I recommend approval of a late add. ........................................
   Signature  Date

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

ACTION OF THE DEAN OF UNDERGRADUATE EDUCATION: Approved ☐  Denied ☐

Dean of Undergraduate Education  Date

Late Add.doc  10/13/16