



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 BARC ACCOUNT.**

PLEASE PRINT NEATLY

Name _____ Perm # _____
Last First Middle

U-mail _____@u-mail.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. Also some courses, particularly a 99 or a 199, require the department’s approval as well as the instructor’s: check GOLD. If you are adding a course with a discussion section, please provide the enrollment code for that section, not the lecture’s enrollment code.

| Dept & Course # (e.g. HIST 17A) | Enrollment Code (five-digit number required) | Grading Option | Units | Instructor Last Name (Not TA) Add instructor code for 99/199 | Repeating Course? | Section Switch |
|------------------------------------|---|---|-------|--|---|---|
| | | <input type="checkbox"/> Letter <input type="checkbox"/> P/NP | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |

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 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 _____

Department Approval (if necessary): Check “Restrictions” in GOLD if the department’s approval is necessary to finalize enrollment. A student may subsequently be dropped from a course if the department’s approval was not secured.

_____ Signature _____ Date

ACTION OF THE DEAN OF UNDERGRADUATE EDUCATION: Approved Denied

_____ Dean of Undergraduate Education _____ Date