



Enrollment Services

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 enrollmentservices@spscc.edu

Late Add Petition – Past 10th day of current quarter

Student Responsibilities:

1. Complete this form and get the signatures of the instructor and their Division Dean for the specific course.
2. Submit this completed form to the Enrollment Services office in the Center for Student Success (Building 22) or Lacey Campus.
3. The student must pay a \$100.00 non-refundable late fee per class in addition to the regular tuition and fees for the course if attendance during the first 10 days of the quarter cannot be verified. Payment of the late fee must be made before the student will be enrolled.
4. Payment in full or evidence of a payment plan for the remaining tuition and fees is due within one business day.

Quarter		Year	Today's Date			Student ID Number
<input type="checkbox"/> Summer	<input type="checkbox"/> Fall					
<input type="checkbox"/> Winter	<input type="checkbox"/> Spring					

Last Name	First Name	MI	Phone Number		

Item #	Class	Credits	For class Information, please refer to the class schedule online to find the item number, class, and the number of credits.

Student Signature	Date		

Administrative Use

By their signatures below, the instructor and the Division Dean recommend the late addition of the specific course for the student identified above.

Instructor Signature	Date		

If student has been attending course, first date of attendance:
 (if student has not attended use today's date)

Division Dean Signature	Date		

By signing below, the Enrollment Services staff member confirms that if required, the late fee has been paid by the student for the specific course identified above as of the date this form is stamped.

Enrollment Services Staff /Cashier's Signature	Date		

Enrollment Services Staff/Cashier

- Late Fee Required: Yes No
- LF Code in SMS Screen SM5003
- LE Fee Code in FMS Screen BM1600

Processed Stamp

Staff Notes