



EE Open University Late Add Request Form • CSUMB Extended Education

INSTRUCTIONS This form is used to add a class after the Add/Drop Period has ended.

1. **Complete all information:**

Part 1: Enter your information,

Part 2: Select term, enter year **and** secure instructor's signature approval or permission number (required),

Part 3: Attach additional or supporting documentation, and

Part 4: Student signature required.

2. Submit this completed Late Add Request form and supporting documentation to Extended Education during business hours.

3. Students will be notified via email of request status. All communication will be sent via the email provided below.

PART 1: STUDENT INFORMATION

Student ID	First Name	Last Name
Phone	Email Address	

PART 2: COURSE INFORMATION

Select Term: Fall Spring Enter Year: _____

CRN Number (5 digits)	Subject & Course #	Section	Units	Instructor's Signature or Permission Number (Required)	Date

PART 3: REASON FOR LATE ADD REQUEST

Please explain the extenuating circumstance that prevented you from adding by the deadline (include additional pages as needed)

PART 4: STUDENT SIGNATURE

I certify that all information contained herein is correct and complete; falsification of information may lead to disciplinary action by the University. I understand that I am responsible for all debts owed to the University; my registration will not be processed if my tuition is not paid in full within 5 days of request approval. I am further aware that any money owed the University will be deducted from any refund or will result in a hold being placed upon my records.

STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

CHAIR SIGNATURE		DATE	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY
DEAN SIGNATURE		DATE	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

OFFICE OF EXTENDED EDUCATION

Balance Owed	OASIS	Student Notified	Processed by	Date
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