Late Add Petition
Evergreen Valley College
Admissions and Records Office

Enrollment beyond the census date can only occur under extenuating circumstances and requires the approval of the instructor and their division dean. Students must complete a Late Add Petition form if registering for courses beyond the census date. **Note:** these requests are limited to 1 week beyond the census date.

**Late Add Petition requirements:**
1. Completion of the Late Add Petition form and a written explanation of extenuating circumstances
2. Student to meet with a counselor to verify any prerequisites, if not please contact the Counseling Department at [mycounselor@evc.edu](mailto:mycounselor@evc.edu)
   a. If you are a high school student, please contact Dual Enrollment at [dualenrollment@evc.edu](mailto:dualenrollment@evc.edu)
3. Instructor’s Signature
4. Division Dean’s Signature

Students Name: _________________________ Semester/Year: __________________________

Student ID: ______________________________ Email: __________________________________

Telephone Number: __________________________

Student Remarks: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Instructor’s Name: __________________________ Course Name and Number: ______________________
Section Number: __________________________ Registration ID: _______________ Start Date: __________

I verify that the student has actively attended my class since: ________________________________

Instructor’s Comments:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature: __________________________________________________ Date: _____________

Instructor’s Signature: __________________________________________ Date: _____________

Division Dean’s Signature: ______________________________ Date: ______________

Received by: __________________________ Date: ______________
Processed by: __________________________ Date: ______________
Informed Student by: __________________________

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