



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
a. If you are a high school student, please contact Dual Enrollment at 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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