# Late Add Request

Records Office, SSB 3380, records@calstatela.edu

**Request to Add After the Established Deadline Until Census**

Faculty and University policy govern the ability of students to officially enroll in classes. The deadline to add classes for the term is the eleventh business day after the start of the term. As a courtesy, The University may accept authorized requests to add through **Census** with the payment of a $25 late submission fee to allow the campus, departments and students to receive credit for courses.

After census, late add requests will not be permitted unless the student can document University error. In addition, students must have been "eligible to enroll" by census to be considered. This includes, but is not limited to, the satisfactory settlement of registration fees and financial obligations, clearance of registration holds, and full eligibility to take courses in a degree or credential program.

Once self-service registration ends, students must add classes via email with the Records Office (records@calstatela.edu) using this form.

- The form must be sent **from your CalStateLA email address** by census.
- The Records Office is open Monday-Friday 8am – 5pm.

A $25 late submission fee is required.

**Important Reminders:**

- Clear all registration holds before submitting this form to the Records Office.
- If you paid part-time fees and are increasing your number of units to more than six, or if you are a nonresident student, you will need to pay increased registration fees.
- Make sure you have the **correct class number** and **section number** for each class.
- If applicable, excess unit/course overlap petitions must be submitted at the same time as this form.
- If you are requesting to attempt a class for the third time, you must also include an approved Repeat Limit Exception Request.

**When adding a class:**

- Authorization is required in the form of email approvals from the Instructor and Department Chair.

***Refer to the Registrar's Office website at www.calstatela.edu/registrar for deadlines and related policies.***

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It is your responsibility to ensure that your enrollment record accurately reflects the classes you are attending. Please confirm your schedule on GET.

**Semester:** _____

**Last Name**: _____ **First Name**:_____ **MI**:___

**CIN:**_____ **Email**: _____

**Telephone:** (____)_____ **Signature:** ***Send from your CalStateLA email account to act as your electronic signature***

**Part-time students and nonresident students: note that you must pay increased registration fees before adding additional classes.*

## ADDING CLASSES

| Class Number | Course Subject | Course Number | Section | Units | Instructor Signature* | Department Chair Signature |
|---|---|---|---|---|---|---|
| Example: 12345 | Example: MATH | Example: 2400 | Example: 01 | Example: 3 | Attach approvals to your email when sending this completed form to records@calstatela.edu. | |
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*Instructor approval authorizes an override of all requirements, including prerequisites and course enrollment limits.