Late Registration ADD / DROP Form

MISSION COLLEGE SANTA CLARA

Office of Admissions and Records

College ID#: _____

Last Name **(Print):** _____   **First** Name **(Print):** _____

Indicate Year & Semester: **Year** _____   **Winter** ☐   **Spring** ☐   **Summer** ☐   **Fall** ☐

Add / Drop	Section Number	Course Name/No	First Date of Attendance	Instructor Name
ADD DROP				
ADD DROP				

Student Signature: _____   Date: _____

Required after CENSUS DATE

Faculty / Instructor Signature: _____   (I verify that this student has been in class prior to the Census Date).

Faculty contact info: Email _____   Date: _____

Counselor Signature **(required if student is taking more than 18 units per semester):** _____

Division Dean's Name (Print): _____

Division Dean's Signature: _____   Date: _____

Reason for Late Add (*Completed by Division Dean*):

_____ Technology error - explain: _____

_____ Student error - explain: _____

_____ Faculty error - explain: _____

_____ Other - explain: _____

➕ **It is the student's responsibility to officially withdraw from a course/s. Prerequisites and corequisites are required for selected classes.**

Late Add Slips Process

After Census Day, Add Codes no longer work. The only way to add students is through Late Add Slips.

For those students who were in attendance before Census, here is the procedure:

1. Complete the Late Add Slip (student or instructor).
2. Enter the First Date of Attendance – this date must be before Census Day or the Add will not be approved.
3. Student must sign and verify that the information is correct.
4. The instructor must sign and verify that the student attended before Census.
5. Instructor delivers Late Add Slip to Dean (can be done through SOC or directly).
6. Division Dean signs off and delivers to A&R.
7. If approved, A &R sends message to instructor: if not approved, Dean sends message to instructor and Dept. Chair.
8. For approved Add Slips, A&R adds student on Census Roster.
9. Student is counted for enrollment reporting and the college receives apportionment for this student.
10. Instructor must inform student if Add Slip has been approved.
11. Student must log in on the Portal to see if they have been added to the class and then pay for the class.