

## Late Add Petition

Please complete all required fields in pen. This form is to request to add courses after the designated Add/Drop period. Approval is required from the course instructor and Department Chair of the program, in which the course is offered.

**NOTE: Approval of this petition does not waive the late registration fee. To petition this fee, the [Late Registration Waiver Request Form \(FPU-4.004 Policy\)](#) must be completed.**

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STUDENT UID: \_\_\_\_\_ EMAIL: \_\_\_\_\_@floridapoly.edu

### Step 1: Statement & Supporting Documentation (Required)

Please attach a statement and documentation to support the extenuating circumstances in which you are requesting consideration for your late add petition.

### Step 2: Course Information & Approval

I am requesting permission to enroll into the following course(s) for the following term/year: \_\_\_\_\_

**Instructors & Department Chairs:** Please confirm your approval of this student being enrolled after the Add/Drop period by signing next to the applicable course(s) below. Please indicate any additional conditions (as applicable):

\_\_\_\_\_

Course Prefix/#	Course Title	Credits	Instructor Approval	Department Chair Approval

### Step 3: Student Confirmation

My signature confirms my petition to be registered after the Add/Drop period. I understand that I am subject to the late registration fee, and if I wish to be considered for the late registration fee waiver, I must complete the required form as in accordance with the Late Registration Fee Waiver policy (as noted above) within two weeks of initial registration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### UNIVERSITY REGISTRAR USE

Approved     Denied    Date Notified: \_\_\_\_\_     Email Notification Sent

Comments: \_\_\_\_\_