

**WINTER 2022
Request to Add a Class Late**

In order for a request to add a class late to be considered by the Office of Admissions and Records, the student must have been participating by the dates listed below. Please email the late add form to ardocs@glendale.edu and allow 24-48 hours response time.

Part 1 – Student

Student Name: _____ I.D. No. _____

Check mark the session in which the class is scheduled:	Number of weeks	Start & End Dates	Student must have been attending the class by the date listed below:
	6	1/10 - 2/17	1/14/2022
	5 (1)	1/10 - 2/11	1/14/2022
	4 (1)	1/10 - 2/4	1/13/2022
	2 (1)	1/10 – 1/21	1/11/2022

I request to be allowed to add the following class late.

Class Number (4 – digit #): _____ Class Name (ex: MATH 101): _____ Instructor Name: _____

The reason that I am asking to add late: _____

I will check MYGCC Student Center for confirmation of my enrollment.

Student signature: _____ Date: _____

Part 2 – Instructor

I verify that the student has been participating my class since: _____
Please indicate the first date of participation

Instructor signature: _____ Date: _____

Part 3 – Admissions and Records (Office Use Only)

Approved: _____ Back date to: _____ Denied: _____

Director, Admissions & Records signature: _____ Date: _____