



# Request to Add a Class Late

## Spring 2026

This form is used to Late Add a Class that you have been participating in but failed to add by the established add deadline. **All portions of this form must be completed by the student and instructor. EMAIL the completed form to the Admissions and Records Office at [ARDocs@glendale.edu](mailto:ARDocs@glendale.edu).** Allow 24-48 hours (excluding weekend and holidays) for review and processing.

**IMPORTANT NOTE: This form may only be submitted if the student has been participating in the class on or before the established add deadline listed on Page 2 of this form.**

**PART 1 – STUDENT**

Student Name: \_\_\_\_\_ GCC I.D.# \_\_\_\_\_

Indicate the class you are requesting to Late Add:

Session (example: 13 week – Monday and Wednesday (13A))	4-Digit Class Number	Course & Number (example: Math 101)	Units	Instructor Name

The reason that I am asking to add late: \_\_\_\_\_  
 \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2 – INSTRUCTOR**

I verify that the student has been participating in my class since this date: \_\_\_\_\_  
indicate the first date of participation.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admissions and Records (Office Use Only)**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Director, Admissions & Records signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Spring 2026 Late Add Deadlines

Session	Start Date	End Date	Student must have been attending the class by the date listed below:
<b>16 Week Classes</b>			
Regular Academic Session ( <b>Regular</b> )	2/17/26	6/10/26	2/28/26
Open Enrollment Session ( <b>OE</b> )	2/17/26	6/10/26	2/28/26
<b>13 Week Classes</b>			
Thirteen Week 1 ( <b>13 week 1</b> )	2/17/26	5/23/26	3/5/26
13 week - Tuesdays and Thursdays ( <b>13B</b> )	2/17/26	5/21/26	3/2/26
13 week - Saturdays ( <b>13G</b> )	2/21/26	5/23/26	3/7/26
13 week - Wednesdays and Fridays ( <b>13H</b> )	2/18/26	5/22/26	3/3/26
<b>Thirteen Week 2 (13 week 2)</b>			
13 week - M,T,W,TH ( <b>13M</b> )	3/9/26	6/10/26	3/23/26
13 week - Tuesdays and Thursdays ( <b>13P</b> )	3/10/26	6/9/26	3/23/26
<b>10 Week Classes</b>			
10 week - Tuesdays ( <b>10B</b> )	3/3/26	5/19/26	3/9/26
10 week - Wednesdays ( <b>10E</b> )	3/4/26	5/13/26	3/10/26
10 week - Thursdays ( <b>10F</b> )	3/5/26	5/14/26	3/11/26
<b>8 Week Classes</b>			
Eight Week 1 ( <b>8 Week 1</b> )	2/17/26	4/11/26	2/26/26
8 week - Tuesdays and Thursdays ( <b>8B</b> )	2/17/26	4/9/26	2/23/26
8 week - M,T,W,TH ( <b>8H</b> )	2/17/26	4/9/26	2/24/26
<b>Eight Week 2 (8 Week 2)</b>			
8 week - Tuesdays and Thursdays ( <b>8N</b> )	4/20/26	6/10/26	4/29/26
8 week - Tuesdays ( <b>8O</b> )	4/21/26	6/9/26	4/27/26
8 week - M,T,W,TH ( <b>8X</b> )	4/20/26	6/10/26	4/27/26
<b>5 Week Classes</b>			
Five Week 1 ( <b>51</b> )	2/17/26	3/21/26	2/22/26
Five Week 2 ( <b>52</b> )	3/23/26	5/2/26	3/28/26
Five Week 3 ( <b>53</b> )	5/4/26	6/6/26	5/9/26

M = Monday      T = Tuesday      W = Wednesday      TH = Thursday      F = Friday      S = Saturday      SU = Sunday

**GCCD's Commitment to Equal Opportunity**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In addition, a lack of English skills will not be a barrier to admission or participation in the District's Career Education programs.

**Equal Employment Opportunity Officer & Title IX/Section 504/ADA Title II Coordinator** Brittany Grice, EEO Officer & Title IX/Section 504/ADA Title II Coordinator [bgrice@glendale.edu](mailto:bgrice@glendale.edu)

Vice President, Human Resources (818) 240-1000 ext. 5165"