



Rio Hondo College

Admissions & Records Office

PETITION TO ADD CLASS AFTER THE DEADLINE

It is the student's responsibility to ADD classes by the deadline dates that are published on our website. This petition **WILL NOT** be reviewed if you do not provide documentation that there was an acceptable extenuating circumstance that prevented you from registering for the class within the published deadline.

PLEASE NOTE: Extenuating circumstances are defined as verified cases of accident, illness, or circumstances beyond the control of the student.

Fall 20____ Winter 20____ Spring 20____ Summer 20____

Print Name: _____ Student ID #: _____

Date of Birth: _____
Last First M.I.

Birth: _____ Phone #: _____

CRN#	Course Name	Course #	Units	Add Code	Instructor

Reason for Request: (Please submit documentation for extenuating circumstance – petitions **WILL NOT** be accepted without documentation)

Student Signature: _____ Date: _____

INSTRUCTOR: I certify that this student was given add code# _____ as listed above and began attending class on ____/____/____

Mo. / Day / Year

Instructor Signature

Date

Admissions Use Only:

Community College Attendance Accounting Eligibility: _____ Yes _____ No

Processed By: _____ Date: _____