



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

Student

Name: _____

ID #

Date of

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 Community College Attendance Accounting Eligibility: Yes No
Only:

Processed By: _____ Date: _____