



Permission to Add After Census

This form is initiated by the instructor and must have Dean's signature before being forwarded to Enrollment Services via inter-district mail or by email to MJCSeForms@mjc.edu

Today's Date: _____

Student Information

First Name: _____ MI: _____ Last Name: _____

Student ID: _____ Birthdate: _____ Phone: _____

Course Information: ONE CLASS per form

Course Name & Number: _____ Section #: _____ Semester & Year: _____

Course Start Date: _____ Instructor's Name: _____

I acknowledge the late add does NOT override pre-registration holds, prerequisites, corequisites, disqualification, unit limitation, or financial aid obligations.

Student Signature: _____ Date: _____

Reason for Late Add

- Student has been attending and actively participating in the class prior to census date.
- Student has not been attending prior to census date.
- Prerequisite Challenge
- Time Conflict, **attach approved form.**

Instructor/Dean's Use Only

Student's first date of attendance (REQUIRED): _____

Is student being moved from one section to another within the same course?: **If checked, complete and submit the "Permission to Drop After Census" form along with this form. Both forms are needed to complete the process.**

Approved Denied Instructor's Signature: _____ Date: _____

Approved Denied Dean's Signature: _____ Date: _____

Enrollment Services Use Only

Staff Initials: _____ Date: _____ Census Date: _____ Backdated add:

Comments: _____