



# Positive Attendance Add

Submit completed form to Enrollment Services.

Today's Date: \_\_\_\_\_

## Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Course Information

Term/Year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

SECTION #	COURSE NAME & NUMBER	REFUND DATE
1001	MBUSAD 201	09/01/2019

***I understand I can add a positive attendance course at anytime. However, per Title 5 & YCCD Board Policy drops and refund dates still apply.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INSTRUCTOR USE ONLY

Date student first attended class: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ ID Verified:

Comments: \_\_\_\_\_