



Permission to Add After Census

Form must be submitted within 5 working days of class census date. 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 MJCESeForms@mjcc.edu.

Today's Date: _____

Student Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone Number: _____

Course Information:

Course Name: _____ Section #: _____ Semester/ year: _____

REASON FOR LATE ADD: Check ONE and complete the description.

Pending Prerequisite Challenge or Time Conflict ** Attach approved form

Extenuating Circumstance **You must attach supporting documentation of the extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student (Title 5, Section 58108). **Form will not be processed without REQUIRED documentation.** Please describe your extenuating circumstance that meets the above definition:

Other: _____

I understand that by signing this form all information listed is true and subject to approval.

Student Signature: _____ Date: _____

Instructor/ Dean Use Only

Student's First Date of Attendance: _____

Reason student was not added before roster certification process: _____

APPROVED DENIED Instructor Signature: _____ Date: _____

APPROVED DENIED Dean Signature: _____ Date: _____

ENROLLMENT SERVICES USE ONLY

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