



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 MJCESeForms@mjc.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.

- I certify that the above student was attending and actively participating in the class prior to census ** In order to Add After Census, student must have attended class prior to census.
- 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:*

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: _____

APPROVED DENIED Instructor Signature: _____ Date: _____

APPROVED DENIED Dean Signature: _____ Date: _____

ENROLLMENT SERVICES USE ONLY

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