



# 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: \_\_\_\_\_

Course Start and End date: \_\_\_\_\_ Instructor's Name (Please print): \_\_\_\_\_

## 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: