



# Request to Add a Class Late

SPRING 2024

This form is used to Late Add a Class that you have been participating in but failed to add by the established add deadline. **All portions of this form must be completed by the student and instructor. EMAIL the completed form to the Admissions and Records Office at [ARDocs@glendale.edu](mailto:ARDocs@glendale.edu).** Allow 24-48 hours (excluding weekend and holidays) for review and processing.

**IMPORTANT NOTE: This form may only be submitted if the student has been participating in the class on or before the established add deadline listed on Page 2 of this form.**

**PART 1 – STUDENT**

Student Name: \_\_\_\_\_ GCC I.D.# \_\_\_\_\_

Indicate the class you are requesting to Late Add:

Session (example: 13 week – Monday and Wednesday (13A))	4-Digit Class Number	Course & Number (example: Math 101)	Units	Instructor Name

The reason that I am asking to add late: \_\_\_\_\_  
 \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2 – INSTRUCTOR**

I verify that the student has been participating in my class since this date: \_\_\_\_\_  
 indicate the first date of participation.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admissions and Records (Office Use Only)**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Director, Admissions & Records signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Spring 2024 Late Add Deadlines

Session	Start Date	End Date	Student must have been attending the class by the date listed below:
<b>16 Week Classes</b>			
Regular Academic Session ( <b>Regular</b> )	2/20/2024	6/12/2024	3/2/2024
Open Enrollment Session ( <b>OE</b> )	2/20/2024	6/12/2024	3/2/2024
<b>13 Week Classes</b>			
Thirteen Week 1 ( <b>13 week 1</b> )	2/20/2024	5/25/2024	3/7/2024
13 week - Tuesdays and Thursdays ( <b>13B</b> )	2/20/2024	5/23/2024	3/4/2024
13 week - Saturdays ( <b>13G</b> )	2/24/2024	5/25/2024	3/8/2024
13 week - Wednesdays and Fridays ( <b>13H</b> )	2/21/2024	5/24/2024	3/5/2024
Thirteen Week 2 ( <b>13 week 2</b> )	3/11/2024	6/12/2024	3/26/2024
13 week - M,T,W,TH ( <b>13M</b> )	3/11/2024	6/12/2024	3/25/2024
13 week - Tuesdays and Thursdays ( <b>13P</b> )	3/12/2024	6/11/2024	3/25/2024
<b>8 Week Classes</b>			
Eight Week 1 ( <b>8 Week 1</b> )	2/20/2024	4/13/2024	2/29/2024
8 week - Tuesdays and Thursdays ( <b>8B</b> )	2/20/2024	4/11/2024	2/26/2024
8 week - Wednesdays ( <b>8D</b> )	2/21/2024	4/10/2024	2/27/2024
8 week - Saturdays ( <b>8G</b> )	2/24/2024	4/13/2024	3/1/2024
Eight Week 2 ( <b>8 Week 2</b> )	4/22/2024	6/12/2024	5/1/2024
8 week - Tuesdays and Thursdays ( <b>8N</b> )	4/23/2024	6/11/2024	4/29/2024
8 week - Tuesdays ( <b>8O</b> )	4/23/2024	6/11/2024	4/29/2024
<b>5 Week Classes</b>			
Five Week 1 ( <b>51</b> )	2/20/2024	3/23/2024	2/25/2024
Five Week 2 ( <b>52</b> )	3/25/2024	5/4/2024	3/30/2024
Five Week 3 ( <b>53</b> )	5/6/2024	6/8/2024	5/11/2024