



Admissions & Records Office

Building 700, First Floor
25555 Hesperian Blvd.
Hayward, CA 94545
ccarcom@chabotcollege.edu

Admissions & Records Office

Building 1600, Second Floor
3000 Campus Hill Drive
Livermore, CA 94551
lpc-admissions@laspositascollege.edu



INSTRUCTOR LATE ADD/DROP REQUEST FORM

This form may only be provided to and filled out by the instructor. It is provided to you, the instructor, in the event that submission of an online request is unavailable. **This form may NOT be provided to students.** Please submit this form to the Admissions & Records Office of your respective college either in-person or by email (**subject line: Instructor Request**).

INSTRUCTOR INFORMATION

Last Name, First Name, Middle Initial (*Print*)

Date

STUDENT INFORMATION

W

Last Name, First Name, Middle Initial (*Print*)

Student ID #

STUDENT LATE ADD OR RE-ENROLLMENT

Please fill out this section if you wish to late add or re-enroll a student into your course. **Please note that your Division Dean's signature is required if submitted more than 7 days after the census roster submission due date for your course.**

TERM: SUMMER | FALL | SPRING YEAR: 20_____

CRN	COURSE SUBJECT, NUMBER, SECTION (<i>e.g. ENG 1A VO1</i>)	STUDENT'S INITIAL DATE OF ATTENDANCE
		_____/_____/_____

By signing below, I certify that I am the instructor of this course and that the above-named student has been attending my course prior to the first census date.

Instructor Signature: _____ Date: _____

By signing below, I certify that I am the Division Dean for this course and confirm my approval or denial, as indicated on the right.

Division Dean Signature: _____ Date: _____ Approved Denied

LATE DROP STUDENT WITH "NGR" OR "W"

Please fill out this section if you wish to late drop a student from your course. If the student's **Last Date of Attendance** is **BEFORE the census date** of the course, the student will be **dropped from the course with an "NGR."** If the student's **Last Date of Attendance** is **between the census date and the course's last day to withdraw with a "W,"** the student will be **withdrawn from the course with a "W."** Please note that your Division Dean's signature is required if this form is submitted more than 7 days after the census roster submission due date for your course (for "NGR" drops) OR more than 7 days after the "W" roster submission due date for your course (for "W" drops).

TERM: SUMMER | FALL | SPRING YEAR: 20_____

CRN	COURSE SUBJECT, NUMBER, SECTION (<i>e.g. ENG 1A VO1</i>)	STUDENT'S LAST DATE OF ATTENDANCE
		_____/_____/_____

By signing below, I certify that I am the instructor of this course and that the above-named student has been attending my course prior to the first census date.

Instructor Signature: _____ Date: _____

By signing below, I certify that I am the Division Dean for this course and confirm my approval or denial, as indicated on the right.

Division Dean Signature: _____ Date: _____ Approved Denied

ADMISSIONS & RECORDS OFFICE USE ONLY

Received by: Staff: _____ Date: _____	Processed by: Staff: _____ Date: _____	Notes: Staff: _____
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