

## Permission to Add for Late Add Instructions

Please follow the instructions below to submit a Permission to Add request for Late Add due to unforeseeable circumstances.

### **Instructions for Students:**

Before submitting a Permission to Add request for a late add, **please consult your department advisor and resolve any outstanding holds**. If you have exceeded the unit cap (more than 12 units for summer or 18 units for Fall/Spring), have a schedule conflict, or have attempted the course more than 3 times (course repeat waiver), please see the instructions below:

- If you exceeded the unit cap, indicate such in the Permission to Add justification section. After the Add/Drop period and the petition is closed, you must obtain approval from your department chair to take more than the allowable units per term and indicate in the justification section.
- If you have a time conflict with another class, check the Schedule Conflict box
- If you are repeating a course after three attempts or received a "C" or higher grade, specify in your justification section.

**If you need to request a late add due to extenuating circumstances, you may complete an ONLINE [Permission to Add](#) request in [BroncoDirect Student Center](#).**

- 1). Visit the Registrar's Office [Registration Information](#) website, click on Permission to Add for detailed instructions.
- 2). After consulting with your department advisor, Log into [BroncoDirect Student Center](#)
- 3). Click on [Class Registration – Permission to Add](#). Follow the guide below to complete your request.
  - [Watch the How to Request Permission to Add a Class tutorial video](#) via YouTube.
  - [Schedule Conflict and Permission to Add Guide - BroncoDirect \(PDF\)](#)
- 4). IF there's a schedule conflict, make sure to check the Schedule Conflict box.
- 5). On the Justification box, be as specific as possible; IF you have exceeded the unit cap and/or attempted the course 3 times, indicate so on the justification box.
- 6). Attach supporting documentation (required for late add period). If you do not have any such documentation, provide a statement in PDF and attach it to the request.
- 7). After you submit the request, an email will be sent to the instructors and department chairs for review.

**You may cancel your request at any time in your Student Center as long as it's still in pending status.**

8). The Registrar's Office must check with various departments such as the Office of Financial Aid and Scholarships (FAS) and the Student Accounting and Cashiering Services (SACS) to verify this late add request, please allow 2-3 business days to review and process.

- I. This late add request a NOT guaranteed approval
- II. Request will not be processed if there are any registration holds. **Be responsive to the Registrar's Office emails to clear your hold or the request may be canceled after 7 days.**
- III. If the request is approved, your course will be added and you will be notified by email. The status of your request in the Student Center will be updated.
- IV. You'll be notified if the request is denied, also check your Student Center for additional comments

### **Steps for Department Chair or Delegate/ Course Instructors/Associate Deans\***

- 1). Instructor, Department Chairs or delegates, and Associate Deans\* will be notified by email that there's a Permission to Add request waiting for approval.
- 2). Log into BroncoDirect Faculty Center and follow the BPG below to review the request.
  - [Permission to Add for Approvers - BPG](#) (PDF)
  - Respond to the request within 3 days or it'll be escalated to the next approver
  -
- 3). If you need more information from the student, you may click on the student's email link on the top of the request to email the student.
- 4). If you are allowing **Exceed Unit Cap, and/or course repeat waiver**, please indicate so on the Justification box.

**Tips for consideration during Late Add period:**

#### **After Add/Drop but before Census:**

- *Is this serious and compelling – i.e. Medical – extenuating?*
- *Is the student graduating this current term? Must be confirmed by the advisor or department chair.*
- *Does this impact the student's time to degree?*
- ***Has the student been attending the class and will be successful?***
- *Justification must be provided*
- *Before Census, approvals from instructor and department chair are required*

**\*After Census:**

Approvals from the instructor, department chair and **associate dean** are required. We'll approve the late add if the students meet the following criteria **ONLY**:

- Due to serious and compelling reasons
- Student is graduating this current term
- Student has been attending the class
- Justification must be provided.

**5). The process may take more than 3-5 business days to review and process. Please ensure the student is attending the course. If you have any questions, please email the Registrar's Office at [registrar@cpp.edu](mailto:registrar@cpp.edu).**

6). After approvals from the department and/or instructor, the request will route to the Registrar's Office to review. If there are no other holds, the request will be processed, and the course will be updated to the student's schedule in the next hour. If there are other holds, our Records Specialist will reach out to the student and/or the appropriate department to resolve the hold.

7). During the Late Add period, the Registrar's Office will review the request with the Office of Financial Aid and Scholarship (FAS) and Student Accounting and Cashiering Services (SACS). If approved, the request will be processed, and the student and approvers will be notified via email. The request status will also be updated on the student's BroncoDirect Student Center. If denied, approvers will be notified as well, and the status will be updated on the Student Center.

*As a reminder, **financial aid grant amounts are finalized based on enrollment after the Add/Drop period – and are not recalculated thereafter** unless a student fully withdraws from the semester, in which case a [Return to Title IV](#) calculation may be required to determine the amount of federal student aid the student earned.*

- *Eligibility for most financial aid programs is prorated based on enrollment at the time of the disbursement.*
- *At the end of the Add/Drop period for the semester, the Office of Financial Aid & Scholarships will lock a student's enrollment status and adjust grant aid to the correct amount based on actual enrolled units.*
- *After the Add/Drop period, any new, initial aid packages will be based on the student's enrollment at the time of packaging.*

*More information about Financial Aid Proration and Grant Recalculation can be found on our [Financial Aid Policies page](#).*