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LATE ADD PETITION

Form fields for student information: LMU ID NUMBER, NAME (LAST, FIRST), SIGNATURE OF STUDENT, DATE, EMAIL, COLLEGE/SCHOOL (BCLA, CBA, CFA, FTV, SOE, FRSCSE), LEVEL (UG, GR, ND), TERM FOR WHICH REQUEST IS BEING MADE (FALL, SPRING, SUMMER I, SUMMER II, YEAR).

USE THE SECOND PAGE OF THIS FORM TO EXPLAIN WHY YOU ARE REQUESTING THIS EXCEPTION TO UNIVERSITY POLICY. THE FORM WILL NOT BE PROCESSED WITHOUT A DETAILED EXPLANATION. ATTACH ANY SUPPORTING DOCUMENTATION.

Form section for course details and recommendations. Includes fields for COURSE TO LATE ADD (CRN, DEPARTMENT, COURSE NO., SECTION NO., SEMESTER, HOURS), RECOMMENDATION (ACKNOWLEDGE, APPROVAL, DENIAL), and signature lines for COURSE INSTRUCTOR, COURSE CHAIR, and COURSE ASSOCIATE DEAN with DATE fields.

Form section for course details and recommendations, identical to the one above.

DETAILED EXPLANATION OF WHY YOU ARE REQUESTING AN EXCEPTION TO UNIVERSITY POLICY: [Multiple horizontal lines for text entry]

UNIVERSITY REGISTRAR'S ACTION: [APPROVE/DENY checkboxes], UNIVERSITY REGISTRAR [signature line], DATE [date line]