# LATE COURSE ADD REQUEST
After the Add/Drop Deadline

**CAMOSUN COLLEGE**

Approval to add a course after the Add/Drop Deadline requires permission of the instructor and approval from the Dean's office of the school/area offering the course.
If you feel you have an extenuating circumstance for consideration, carefully follow the steps outlined.

**STEPS:**

1. After completing the student information section (1), the student must connect with the instructor to discuss their extenuating circumstance and request completion of (2). Note that:
   - late course add requests are <u>not</u> an acceptable way of bypassing or 'waiting out' waitlists in effect during the Add/Drop Period; and
   - instructors are under no obligation to grant permission.
2. If the instructor grants permission, submit the form to the Dean's office (by email or drop off at the school/area office), along with any supporting documents.
   - (1) and (2) must be completed before submitting to the school/area for approval. Incomplete forms will not be accepted.
   - Upon submission of the completed form, the Dean's office will review the request and all related information, including waitlist and room capacity details.
3. Once the Dean has reviewed the request, which may include follow-up questions, the student and instructor will be notified of the outcome.
   - Approval after the Add/Drop Deadline is at the discretion of the Dean, and decisions are final.
4. If approved, the Dean's office will add permission for the student to register themselves into the course using myCamosun.
   - Students are encouraged to register within 24 hours of receiving approval. Delays in enrolling may trigger revocation of the approval.
5. Where possible, students should attend classes while they wait for final approval.

Note that the timing of the request is an important element of the review; the later the request, the less likely it will be approved. Students who have missed more than two weeks of a full-term course will not typically be permitted to add late.

## (1) Student Information

Last Name

First Name

Student Number

Program

Email

**SECTION INFORMATION:**

Course (e.g. ENGL-151)     Section (e.g. 002)     Term (e.g. 2023W)     Student Signature     Date

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## (2) Instructor Permission     *TO BE COMPLETED BY INSTRUCTOR ONLY*

Instructor Name

*Did this section have an active waitlist?*     Yes     No

Instructor Signature

*Approval to increase class maximum?*     Yes     No

*Date permission granted:*

## (3) Submit Completed Form to School/Area Offering the Course

Instructor Permission must be obtained <u>prior</u> to submission. Incomplete forms will not be accepted.

## SCHOOL DECISION     *TO BE COMPLETED SCHOOL ADMINISTRATION ONLY*

Name / Title     Decision     Comments / Rationale

Signature     Date