

ADDING AFTER 10th DAY OF QUARTER OR CLASS

Lake Washington Institute of Technology complies with state guidelines on enrollment. We must document reasons for late adds. The information below helps determine any enrollment or FTE credit.

Student: Return the completed form with your registration form to Enrollment Services in W201.

1. Student - Complete This Section

1. What is the class? _____
Example, ENGL& 101

2. What was the first date you attended this class? _____

3. What did you do to try to add the class earlier?

4. If you did not try to add the class earlier, please explain why not.

Student name _____ SID _____
Print clearly Student ID number

Student signature _____ Date _____

2. Instructor - Complete This Section

1. What date did the student first attend this class? _____

2. Was the student allowed to attend without being registered? If so, why?

Instructor name _____
Print clearly

Instructor signature _____ Date _____

3. Admissions and Registration Office Use Only

This form is for sequential classes, funding source 1,2,or 3, for adds after 10th day of class - see IS1002. The class cannot be added until all 3 sections are completed.

Quarter _____ Item # _____ 10th Day of Class in SM _____

Date to use for add _____ Will this add count for FTE credit? Yes | No

If "no" check why: Started after 10th day | No intent to add earlier | Other (explain):

If "no", notify instructor. In all cases, notify Registrar via copy of this form.

All steps done: _____ by _____
MM/DD/YY Staff initials