

## UASH Petition for Late Add

Name: \_\_\_\_\_ UID: \_\_\_\_\_

Class Year: \_\_\_\_\_ Option: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Caltech Email: \_\_\_\_\_ Other Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ On Campus Residence: \_\_\_\_\_

### INSTRUCTIONS

1. Please read the [UASH Handbook](#) before writing and submitting this petition.
2. All information provided on this form is **PRIVATE** and will only be shared with those who have a need to know. *If you are concerned about revealing deeply personal issues in your petition or to particular UASH members, please discuss methods for handling this with the Deans.*
3. If you plan to submit medical documentation, please use the [Provider Report Form](#).
4. Your petition must be submitted to the Registrar's Office. Please check the UASH website at [www.registrar.caltech.edu/uash](http://www.registrar.caltech.edu/uash) for deadline to submit documents.

1. List the course you wish to late add:

Course Number & Name	Term/Year Taken	Name of Instructor

2. Explain why you wish to late add this course. (Attach a separate sheet of paper if necessary)

3. Check that you have included the following with your petition:

- Add/Drop card**, signed by the student and faculty, date-stamped by the Registrar's Office
- Note from instructor**, if appropriate
- Advisor signature**, we would like you to review your request with your advisor

 \_\_\_\_\_  
 Signature Date
 Recommend     Do not recommend

 \_\_\_\_\_  
 Advisor Signature Date

 \_\_\_\_\_  
 International Student Programs Signature Date  
 (INTERNATIONAL STUDENTS ONLY)