

## **College of Health and Human Services Policy on LATE ADDS**

In keeping with University policy on Late Adds, CHHS permits the following:

- LATE ADDS for documented, serious and compelling reasons only.

### **Serious and Compelling Reasons:**

- Instructor dropped student inadvertently on the web roster at [www.sfsu.edu/faculty](http://www.sfsu.edu/faculty) (verification will be required)
- Delay in Financial Aid (verification will be required)
- Registration fees paid late due to calamitous reasons (verification will be required)
- Course needed to graduate (verification will be required)

### **Not Compelling:**

- Registration fees paid late (none calamitous reason)
- Not aware of deadline
- Permit Sticker failed to work
- Not aware of course enrollment status

### **NOTE:**

- Students are responsible to ensure that he/she is enrolled or has been dropped from the class by census date. Student can check his/her enrollment by using his/her PAC number on line. Go on line to <https://www.sfsu.edu/online/stuing.htm>. Student will punch in his/her student ID number, his/her PAC number, and select STUDENT SCHEDULE TERM. The current class schedule will appear for student to check his/her enrollment status.

## **STUDENTS REQUESTING A LATE ADD**

- ***Meet with the instructor and obtain his/her signature on the late add form and have the instructor complete and sign the Justification Form.***
- ***Must obtain signature from the Department Chair/Director on the Justification form***
- ***Bring forms to HSS 239 for the Associate Dean's review and signature***

**Approval by Instructor and Chair/Director does not guarantee approval by the Associate Dean**

College of Health & Human Services

**LATE ADD JUSTIFICATION**

(Attach this form to all Add forms after Add/Drop deadline)

To: Associate Dean  
College of Health & Human Services

Student's Name: \_\_\_\_\_

Student's ID#: \_\_\_\_\_

Dept./Course#: \_\_\_\_\_

\_\_\_\_\_ (To be completed by the Instructor) \_\_\_\_\_

Reason for Allowing Late Add: \_\_\_\_\_

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Instructor's Name Print \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_