



## LATE ADD REQUEST GUIDELINES AND FORM

Blue Mountain Community College  
2411 NW Carden, P.O. Box 100  
Pendleton, OR 97801  
(541)278-5759 Service Center  
(541)278-5871 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

As a general rule, students will *not* be allowed to add classes after the deadline to add classes has passed (see catalog or web page for dates each term). However, under unusual or extenuating circumstances, permission to add a class after the deadline *may* be granted.

You must fill out one form per class you are requesting to add. If you are under the age of 18, you must have your parent sign your Late Add Request form.

### Guidelines:

- Individuals registering for classes, workshops, seminars, trainings, etc. are responsible for knowing and adhering to the dates of the term and, specifically, the classes they wish to sign up for.
- Due to liability issues, until the student has been notified that the request has been approved, students are *not* to attend any class(es) they are not enrolled in. Students will need to work with the respective instructors to ensure they are willing to allow the student in the class late should the request be approved.
- If this request is approved, student will be assessed a \$100 late payment fee. In **rare** instances, the late add fee *may* be waived if it is determined that the reason for the late registration was:
  - Beyond the student's control; *and*
  - **Directly** caused by the actions of BMCC

### Timelines:

- The request form to be submitted to the Service Center for collection of background information and then forwarded to the Registrar for review.
- Requests will be reviewed by the Registrar within two working days of receipt by the Service Center. Once a decision has been made the Registrar will email their decision to the student using the email address on file with the College. A copy of the email and other documentation will be kept on file with the student's request.

### If you wish to proceed with this process you must:

1. Complete the attached Late Add Request form
2. Contact the instructor of the course. The instructor of the course you are requesting a late add for must sign and approve your Late Add request.
3. Return the completed form to the Pendleton Service Center for processing.

**Note:** requests must be made within the term you are adding the course or courses for. Example: If you are requesting to add a course for fall term, you must do so before the end of fall term.

Blue Mountain Community College is an equal opportunity educator and employer.



# Late Add Request

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BMCC ID Number: \_\_\_\_\_ - \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home/Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_

**I WISH TO APPEAL TO ADD A COURSE FOR THE FOLLOWING TERM: (Mark one)**

Summer (Jun-Aug)     Fall (Sep-Dec)     Winter (Jan-Mar)     Spring (Apr-Jun)    Year: 20 \_\_\_\_\_

**I would like to add the following course to my schedule for the above referenced term and year.**

Course ID	Section #	Course Title	Credit Hours	Meeting Time	Meeting Days	Location	Instructor

**STUDENT'S EXPLANATION:** Attach additional sheet if necessary. Only **ONE** course per request permitted.

Reason for wanting to add this course after the stated add/drop deadline is: \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTOR APPROVAL AND COMMENTS (MUST BE INCLUDED):**

Instructor Comments: \_\_\_\_\_

Instructor signature: (must be included): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**STUDENT:**

I have read and understand that if approved that a \$100 late add fee **MAY** be added to my student account.

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Parent signature: (Required if under 18 years old): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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**Office use only:**

Registrar:     Approved     Denied    Add late fee:  Yes     No

If no late fee, reason: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date Student was notified of decision: \_\_\_\_/\_\_\_\_/20\_\_\_\_    Notified by: \_\_\_\_\_