



LATE ADD REGISTRATION FORM

Please fill out the following information: Select the session and enter the year for which you are registering:

Fall 20__ Spring 20__ Summer 20__

STUDENT ID OR LAST 4-DIGITS OF SOCIAL SECURITY NUMBER		
NAME Last	First	MI
ADDRESS Street Number/Name		APT.#
CITY	STATE	ZIP
TELEPHONE NUMBER		

Guidelines to consider when seeking permission to late add a course section:

1. Students must follow KCC procedures for adding a course section late. Each KCC department follows specific late add guidelines. Efforts are made to meet student requests, however, late add requests are not guaranteed to be approved. Students are encouraged to work with Academic Advising and Financial Aid to schedule courses in advance to avoid the need for schedule adjustments.
2. Each student is accountable for any missed work. It is at the instructor’s discretion on how attendance is tracked. A student may not have the opportunity to submit late work and/or make up missed time.
3. Students who add after the drop/add refund deadline of a course section will not be able to drop the section or receive a refund. Financial aid sources are not always available for course sections added after the drop/add refund deadline date. Schedule adjustments must be made within the time limits established by the College. For information on dropping a course with a refund, see the Tuition Refund Policy.

Enter your Late Add Course selection(s) for which you’ve received Late Add Authorization and wish to register for:

Subject Area	Course Number	Section Number	Credit Hours

The information on this form has been provided by me and is true and complete to the best of my knowledge. I agree to provide proof of any information if it’s requested. I understand that false or misleading information may lead to loss of course credit, loss of tuition and fees paid, dismissal from KCC, and/or criminal action.

*“I understand and agree that I am responsible for the payment of the tuition and fees related to my registration. If I am unable to attend my classes, I understand I am responsible for dropping those classes by the drop/add period of the course, otherwise I will be responsible for any balance owed back to the College. If my account remains unpaid and is turned over to a collection agency, I agree to reimburse KCC for any collection agency fees it incurs, plus costs and expenses of reasonable attorney’s fees KCC may incur in such collection efforts. **By registering for classes, I accept the terms stated above.**”*

DATE _____ STUDENT’S SIGNATURE _____