

Saint Mary's College of California  
Kalmanovitz School of Education  
1928 Saint Mary's Road  
PMB 4350  
Moraga, CA 94575  
tel. 925.631.4700 fax 925.376.8379  
www.stmarys-ca.edu/soe



## LATE COURSE ADJUSTMENT OFFICE OF THE REGISTRAR

This form is to correct enrollment changes that were made during the Drop/Add period but were not reported to the Registrar's Office.

**USE A SEPARATE FORM FOR EACH ADD AND EACH DROP.**

\_\_\_\_\_  
PRINT Student's Name

\_\_\_\_\_  
Identification Number

Program: \_\_\_\_\_

I request to \_\_\_\_ ADD \_\_\_\_ DROP the following course:

TERM: \_\_\_\_\_

Course # \_\_\_\_\_

Dept      Course #      Section

\_\_\_\_\_  
COURSE SCHEDULE

\_\_\_\_\_  
PRINT INSTRUCTOR'S NAME

\_\_\_\_\_  
REASON FOR ADD OR DROP

### FOR INSTRUCTOR USE ONLY:

**If student is requesting to ADD a course, indicate first day of attendance;  
If a student is requesting to DROP, indicate last date of attendance.**

\_\_\_\_\_  
Attendance Date

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

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY:

Kalmanovitz School of Education  
Late Fee:      \$25.00

\_\_\_\_\_  
Associate Dean Tamara Spencer

\_\_\_\_\_  
Date

cc: V. Nicosia

Rev. 7/26/18