



SUMMER 2025
Request to Add a Class Late

This form is used to Late Add a Class that you have been participating in but failed to add by the established add deadline. All portions of this form must be completed by the student and instructor. EMAIL the completed form to the Admissions and Records Office at ARDocs@glendale.edu. Allow 24-48 hours (excluding weekends and holidays) for review and processing.

IMPORTANT NOTE: This form may only be submitted if the student has been participating in the class on or before the established add deadline listed on Page 2 of this form.

PART 1 – STUDENT

Student Name: _____ GCC I.D.# _____

Indicate the class you are requesting to Late Add:

Table with 5 columns: Session (example: 13 week – Monday and Wednesday (13A)), 4-Digit Class Number, Course & Number (example: Math 101), Units, Instructor Name.

The reason that I am asking to add late: _____

Student signature: _____ Date: _____

Part 2 – INSTRUCTOR

I verify that the student has been participating in my class since this date: _____ indicate the first date of participation.

Instructor signature: _____ Date: _____

Admissions and Records (Office Use Only)

Approved: _____ Denied: _____ Reason for Denial: _____

Director, Admissions & Records signature: _____ Date: _____

Summer 2025 Late Add Deadlines

Session	Start Date	End Date	Student must have been participating in the class by the date listed below:
11 Week Classes			
11 week - TH, S, SU (11A)	6/21/2025	8/24/2025	7/2/2025
10 Week Classes			
Ten Week 1	6/16/2025	8/22/2025	6/28/2025
8 Week Classes			
Eight Week 1	6/16/2025	8/8/2025	6/25/2025
8 week - M, T, W, TH (8X)	6/16/2025	8/7/2025	6/24/2025
8 week - M, W, F (8Y)	6/16/2025	8/8/2025	6/24/2025
6 Week Classes			
Regular Academic Session	6/16/2025	7/25/2025	6/23/2025
6 week - M, T, W, TH (6C)	6/16/2025	7/24/2025	6/23/2025
6 week - M, T, W, TH, F (6D)	6/16/2025	7/25/2025	6/23/2025
6 week - T, W, TH (6F)	6/17/2025	7/24/2025	6/23/2025
6 week - M, T, W, TH (6M)	7/14/2025	8/21/2025	7/20/2025
6 week - Tuesdays and Thursdays (6O)	7/15/2025	8/21/2025	7/16/2025
5 Week Classes			
Five Week 1	6/16/2025	7/18/2025	6/21/2025
5 week - Mondays and Wednesdays (5A)	6/16/2025	7/16/2025	6/17/2025
5 week - M, T, W, TH (5C)	6/16/2025	7/17/2025	6/22/2025
5 week - M, T, W, TH, F (5D)	6/16/2025	7/18/2025	6/22/2025
5 week - Tuesdays and Thursdays (5E)	6/17/2025	7/17/2025	6/23/2025
Five Week 2			
5 week - Mondays and Wednesdays (5M)	7/21/2025	8/22/2025	7/26/2025
5 week - M, T, W, TH (5O)	7/21/2025	8/21/2025	7/23/2025
5 week - M, T, W, TH, F (5P)	7/21/2025	8/22/2025	7/24/2025
Five Week 3			
Five Week 3	6/23/2025	7/25/2025	6/27/2025
3 Week Classes			
Three Week 2 (32)	7/14/2025	8/1/2025	7/16/2025
2 Week Classes			
Two Week 1 (21)	7/20/2025	8/1/2025	7/21/2025
1 Week Classes			
1 week - M, T, W, TH, F (1A)	6/23/2025	6/27/2025	6/23/2025
1 week - M, T, W, TH, F (1B)	7/7/2025	7/11/2025	7/7/2025
1 week - M, T, W, TH, F (1C)	7/14/2025	7/18/2025	7/14/2025
1 week - M, T, W, TH, F (1E)	7/28/2025	8/1/2025	7/28/2025
1 week - M, T, W, TH, F (1F)	8/4/2025	8/8/2025	8/4/2025
1 week - M, T, W, TH, F (1G)	8/11/2025	8/15/2025	8/11/2025
M = Monday			
T = Tuesday			
W = Wednesday			
TH = Thursday			
F = Friday			
S = Saturday			
SU = Sunday			