



FALL 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 weekend 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:

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: _____

Fall 2025 Late Add Deadlines

Session	Start Date	End Date	Student must have been attending the class by the date listed below:
16 Week Classes			
Regular Academic Session (Regular)	9/2/25	12/17/25	9/13/25
Open Enrollment Session (OE)	9/2/25	12/17/25	9/13/25
13 Week Classes			
Thirteen Week 1 (13 week 1)	9/2/25	11/26/25	9/17/25
13 week - Wednesdays (13L)	9/3/25	11/26/25	9/16/25
Thirteen Week 2 (13 week 2)			
13 week - M,T,W,TH (13M)	9/22/25	12/17/25	10/7/25
13 week - Mondays and Wednesdays (13N)	9/22/25	12/17/25	10/6/25
13 week - Tuesdays and Thursdays (13P)	9/23/25	12/16/25	10/5/25
10 Week Classes			
10 week - Tuesdays (10B)	9/16/25	11/18/25	9/22/25
10 week - Wednesday (10E)	9/17/25	11/19/25	9/23/25
10 week - Fridays (10C)	9/19/25	11/21/25	9/25/25
8 Week Classes			
Eight Week 1 (8 Week 1)	9/2/25	10/25/25	9/11/25
8 week - Mondays and Wednesdays (8A)	9/3/25	10/22/25	9/9/25
8 week - Tuesdays and Thursdays (8B)	9/2/25	10/23/25	9/8/25
8 week - Wednesdays (8D)	9/3/25	10/22/25	9/9/25
8 week - M,T,W,Th (8H)	9/2/25	10/23/25	9/9/25
Eight Week 2 (8 Week 2)			
8 week - Mondays and Wednesdays (8M)	10/27/25	12/17/25	11/4/25
8 week - Tuesdays and Thursdays (8N)	10/27/25	12/17/25	11/2/25
8 week - Tuesdays (8O)	10/28/25	12/16/25	11/3/25
8 week - Tuesdays (8O)	10/28/25	12/16/25	11/3/25
8 week - Wednesdays (8P)	10/29/25	12/17/25	11/4/25
8 week - M,T,W,Th (8X)	10/27/25	12/17/25	11/3/25
5 Week Classes			
Five Week 1 (5 Week 1)	9/2/25	10/4/25	9/7/25
Five Week 2 (5 Week2)			
Five Week (5 week 3)	11/11/25	12/13/25	11/15/25