Sample Late Add/Registration Statement

Date

Greeting Line

1st paragraph is your purpose/intent statement. For example: I am requesting a late add for MTH 182 and PHY 241 for the spring 2016 semester. I transferred from TriC after fall 2015 and the system didn’t let register for these courses as it did not read that I had the prerequisite (MTH 181) complete.

I have included the email from my instructors indicating that I have been in class and completed the work to date.

Name  
ID