

## HSCP PETITION FOR LATE ADDITION

*(Petitions must be received no later than Oct. 1 (fall) Mar. 1 (spring) of the current semester)*

Please MAIL this form to HSCP, 5201 Rockhill Road, Kansas City, MO 64110

**Note:** All requested information must be supplied for your petition to be reviewed. Incomplete petitions will be returned. Petitions will be reviewed during the regular school year on approximately the 15<sup>th</sup> of the month. Forms should be received at least a week prior. **If you have not completed an online application for the current semester, or if a hold on your account prevented enrollment, the petition will NOT be approved. Following review, a letter will be mailed to your home address regarding your petition status and if approved, payment instructions.**

Student Name \_\_\_\_\_ UMKC Student ID (if available) \_\_\_\_\_  
(Last, First Middle)

Address \_\_\_\_\_

Name of High School \_\_\_\_\_

Student's Phone (\_\_\_\_) \_\_\_\_\_

**CLASS INFORMATION:** Indicate the class you wish to add (sample in parentheses, below).

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Semester course was taken (FS10/Fall 2010)	Course catalog # (Math 110)	Course Title (College Algebra)	Instructor Name
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### Instructions/Checklist:

- Carefully read and complete this form.
- If for a current semester, completed registration form must also be enclosed with a teacher or counselor's letter stating your current GPA or ACT (if not previously sent to HSCP).
- EXPLANATION provided on reverse or separate sheet attached.

The HSCP Office can be contacted with questions or follow up by phone at **(816) 235-1165** or by email at [hscp@umkc.edu](mailto:hscp@umkc.edu)

I understand that once I turn in this form the process of late addition begins and will not be reversed.

I understand that if this petition is approved, I am responsible for full payment before a grade is posted to my account.

I understand that a course that is added late cannot be petitioned for late withdrawal in the future.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **DO NOT WRITE BELOW- FOR OFFICE USE ONLY**

Approved / Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_