Late Add Petition Online Form Instructions for Students
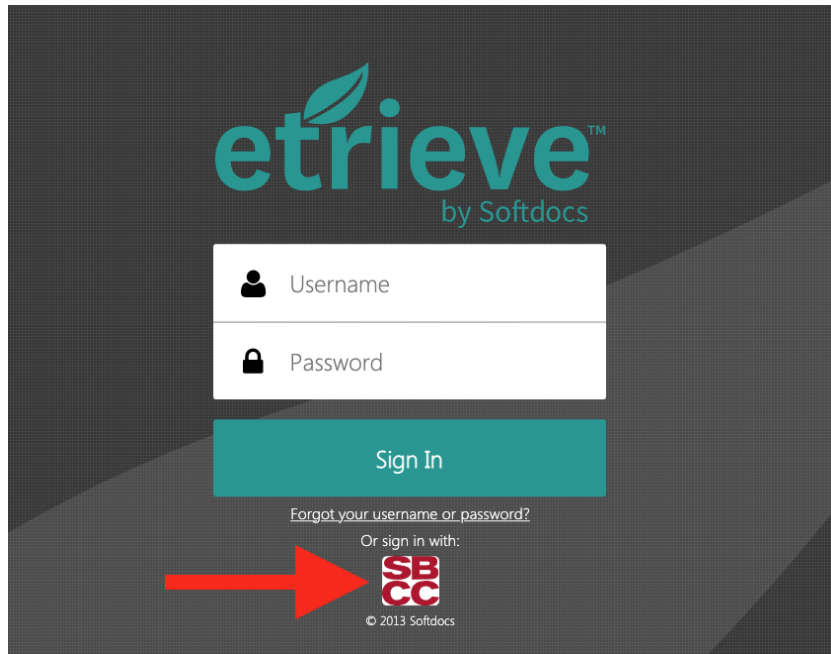
1) Log into Etrieve by clicking on the SBCC logo at the bottom. You will then be redirected to the SBCC Pipeline Login where you will enter your SBCC credentials.

2) Once you log in, you will be directed to the Late Add Petition which will appear on the right side of the screen. Please be sure to review the Late Add Petition Policy Information at the bottom of the form.

3) Certain fields are pre-populated on the form for you (SBCC ID, name, email, and term).

4) Select the course information for the course that you have been attending during the first two weeks of the semester, but were unable to register in prior to the add deadline, and would like to submit a Late Add Petition in order to enroll in the class now that the add deadline has passed.
   a) Select the course from the drop-down list. Please wait a few minutes for the information to populate.
   b) Select the corresponding section (CRN) for the course from the drop-down list.   Please wait a few minutes for the information to populate.

Term

Fall 2021

Course

Select a Course

Section (CRN)

If you don't know the CRN you can search here: Class Schedule

Select a Section

5) Type in the reason for not being able to add the course prior to the add deadline, check all the boxes, and then click on the "Submit" option on the bottom of the form.

State the reason(s) you are requesting a late add. Specifically, address why you were unable to meet the stated deadline for adding this course.

I was unable to add the class by the add deadline because...

☑ I acknowledge that Admissions & Records will send the results of my Petition for Late Add to my Pipeline email account.

☑ I acknowledge that an add authorization code and/or late add petition does NOT override preregistration holds, prerequisites, corequisites, disqualification, unit limitations, financial obligations, etc.

☑ **I Accept**

I acknowledge clicking the "I accept" box above and submitting this form electronically serves as a handwritten signature for the purposes of validity, enforceability and admissibility.

✓ Submit   Attachme.   Download   Print

6) Check your Pipeline Account for an email confirming your request (this may take a few minutes) and providing you with instructions on how to check on the status of your Late Add Petition.
   a) Clicking on "Click Here" in the email that you received will take you to your Late Add Petition where you can see the "History" of your petition and see the actual status of your petition.
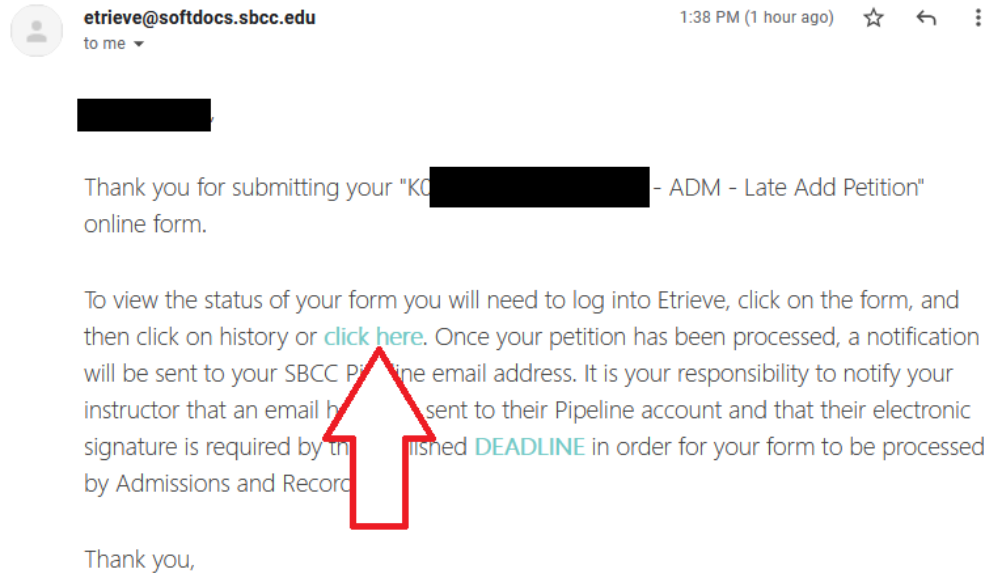
7) You will then be taken to Etrieve so that you can check on the status of your Late Add Petition in real time.
   a) Click "History" in order for the history box to open so that you can check on the status of your Late Add Petition.
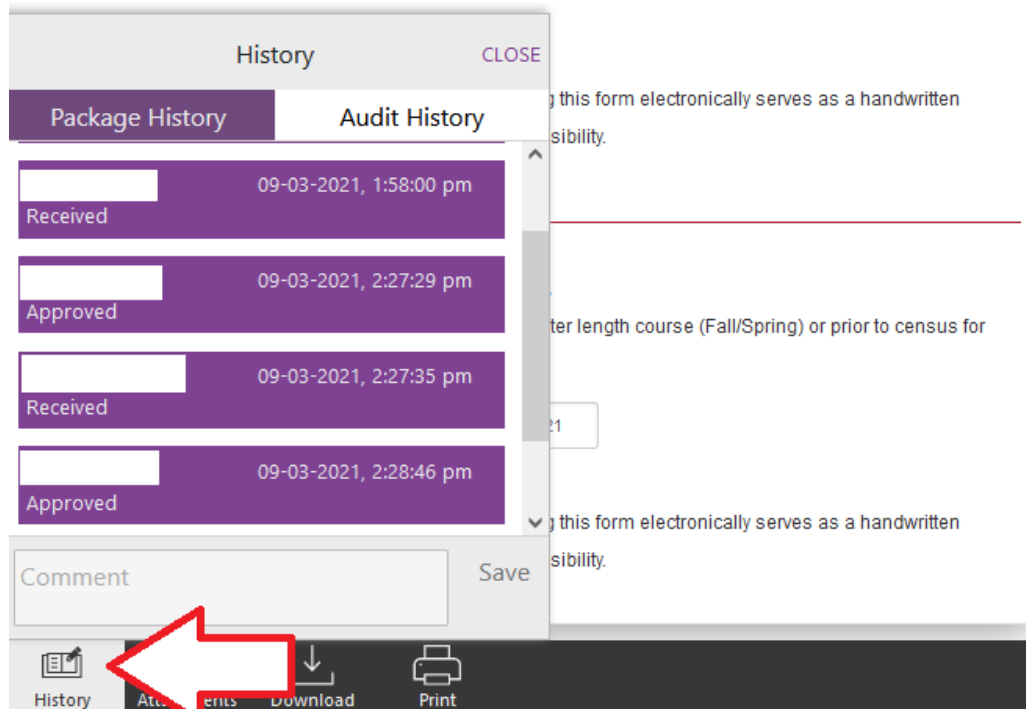
8) Once your Late Add Petition has been approved or denied, you will receive an email in your Pipeline account informing you of the decision of your Late Add Petition.

   a) If your petition was approved, you will receive the following email:

   [SBCC Forms] Request Approved ⏎   🖨 ⧉

   etrieve@softdocs.sbcc.edu   2:29 PM (1 hour ago)   ☆ ↩ ⋮
   to me ▾

   Your K0 ▮▮▮▮▮▮▮▮▮ - ADM - Late Add Petition request has been Approved.

   You can review the activity click here.

   b) If your petition was denied, you will receive the following email:

   [SBCC Forms] Request Denied ⏎   ⤬ 🖨 ⧉

   etrieve@softdocs.sbcc.edu   1:41 PM (2 hours ago) ☆ ↩ ⋮
   to me ▾

   Your K0 ▮▮▮▮▮▮▮▮▮ - ADM - Late Add Petition request has been Denied.

   You can review the activity click here.

For additional assistance, please contact Admissions and Records: http://www.sbcc.edu/admissions/