UNIVERSITY OF WISCONSIN WHITEWATER

Registration Change - Late Add

- **If this is NOT current semester or a session has passed – late adds must be accompanied with final grade from instructor.**
- **If this request is older than 1 year you must follow the Appeals for Record Changes After One Year process https://www.uww.edu/registrar/appeals**

Please print clearly. *Required information

STUDENT NAME*		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITEWATER ID NUMBER*	DATE OF BIRTH*		
	MONTH (MM)	DAY (DD)	YEAR (YYYY)

DAYTIME PHONE NUMBER*	UW-WHITEWATER E-MAIL ADDRESS*
	@uww.edu

TERM (CHECK ONE)*	YEAR*	ENROLLMENT STATUS (CHECK ONE)*
☐ Fall ☐ Winterim ☐ Spring ☐ Summer	20 __ __	☐ Undergraduate ☐ Graduate

COLLEGE OF STUDENT'S MAJOR* (CHECK ONE)
☐ College of Arts & Communication   ☐ College of Business & Economics   ☐ College of Education & Professional Studies   ☐ College of Letters & Sciences   ☐ College of Integrated Studies

CLASS NO.* (4 DIGIT)	SUBJECT* (E.G. ECON)	COURSE NO.* (3 DIGIT)	SECTION*	UNITS*	COURSE TITLE*	*FINAL GRADE (IF APPLICABLE)

GRADE BASIS: ☐ Graded (A-F)   ☐ Satisfactory/No Credit or Pass/Fail

*Instructor to complete. Please initial.

Is this course a repeat? ☐ Yes   ☐ No

Student Statement*: State the reasons and extenuating circumstances for your request. Attach a separate sheet if necessary.
_____
_____

STUDENT SIGNATURE: I request that my UW-Whitewater academic record be updated to include the class adjustment above. I understand that I am responsible for payment of any tuition and fee charges associated with this request and I do not have any holds on my student record.

STUDENT* _____   Date* _____

COURSE INSTRUCTOR SIGNATURE: Your signature on this form indicates that you are aware of the course request and that you have had the opportunity to comment on the request. Please note: A grade must also be provided in the grade field if the Late Add is being requested after the grade roster for the term has already opened, or if course has ended.

☐ Approved   ☐ Not Approved
Reasoning: _____
_____
_____

COURSE INSTRUCTOR* _____   Date* _____

COURSE CHAIR & COLLEGE DEAN SIGNATURES: Your signature on this form indicates that you are aware of the course request and that you have had the opportunity to comment on the request.
(FOR BUSINESS MAJORS ONLY - TOWARD DEGREE: _____; COMBINED GPA: _____)

☐ Approved   ☐ Not Approved
Reasoning: _____
_____
_____

COURSE CHAIR* _____   Date* _____

☐ Approved   ☐ Not Approved
Reasoning: _____
_____
_____

COLLEGE DEAN OF COURSE* _____   Date* _____

☐ Override class capacity (if applicable)

Registrar's Office I Roseman Hall, Room 2032
800 West Main Street I Whitewater, WI 53190-1790
Registrar@uww.edu I P: 262-472-1570

LATE ADD PROCESSING GUIDELINES

Late Adds require proper signatures to be processed. Forms that are incomplete or received without required information, will not be processed and returned to the student or appropriate university personnel.

The Registrar's Office will process this enrollment and add the grade earned. This form should always be used for Late Add registration once grade rosters have opened for the current term or for enrollment in previous terms.

Late Adds that are approved by the College __WILL NOT__ be processed if any of the following apply:

- **Service Indicator (HOLD)** that blocks enrollment activity
- **Credit overload** restriction without approval of dean of major
- **Career level restriction** (e.g., undergraduate attempting to enroll in graduate level course without permission from the School of Graduate Studies)
- Student is in **academic dismissal status** and the Late Add is for a fall or spring term
- **Missing appropriate signatures**, or if authorization is checked as NO
- This request is **more than 1 year** from current semester – you must follow the Appeals for Record Changes After One Year https://www.uww.edu/registrar/appeals

STUDENT PROCEDURE FOR LATE ADD:

1. Clear any registration Service Indicator (HOLD) with the appropriate office.
2. If this Late Add will result in any of the following conditions, student must obtain the appropriate permission or authorization as indicated:
    a. A **credit overload** for the term: permission must be obtained from the Dean of the student's major prior to the class being added to the record.
    b. **Career level** restriction for an undergraduate attempting to enroll in a graduate course: permission must be obtained from the School of Graduate Studies.
3. Complete a Late Add Request form for the department of the course.
4. After completing the Late Add form, submit it to the following individuals for signature in the sequence listed:
    a. Instructor
    b. Chairperson of the department offering the course
    c. Dean of the college of the course
5. Submit to the Registrar Office for processing.