

PRINT LAST NAME
NAME
AND ID

FIRST NAME

INITIAL

7-DIGIT UW-W ID NUMBER

WINS LATE CLASS ADJUSTMENT FORM

E-Mail Address _____

Students may use this form to request certain class-specific enrollment changes after published WINS self-service deadlines. The student should complete his/her section of the form and then submit the form to the instructor of the class. The instructor and department chairperson must sign and date the form, and the dean of the college of the student's major (undergraduate student) or Dean of the School of Graduate Studies (graduate student) must approve, sign and date the form. If approved, the dean's office will forward the form to the Registrar's Office for processing.

This form will not override a student registration hold. If a hold exists, the student must clear it with the appropriate office before the course change will be processed. After the student has verified that the hold has been removed, it is the student's responsibility to inform the appropriate person/office that the hold has been cleared and the course change form can be processed.

The WINS Late Class Adjustment Form is intended for the following purposes only:

- A change in the unit value for enrollment in a variable unit class offering. A unit increase may result in additional tuition/fee charges. A unit decrease will not automatically qualify the student for reduced tuition/fee charges or a refund of paid tuition.
- A change of section of a course in the same term and same session (note: the change of section must be for the same course, the same number of units and the same grade basis). A section change will not result in additional tuition/fees unless there are special course fees associated with the added section.

All enrollment changes other than the ones cited above should be completed by the student using WINS self-service within published deadlines or through the UW-W Late Add and/or Late Drop processes.

Registrar's Office use only Date Received: _____ Date Processed: _____ Initials: _____

Term: Fall 20 _____ Spring 20 _____ Summer 20 _____ Winterim 20 _____ (Enter the year next to the appropriate term.)

Subject (Alpha): _____ Catalog # (3-digit): _____ Title: _____

Select Box

Unit Change Class # (4-digit): FROM Units: TO Units:

Section Change FROM Class #(4-digit): TO Class #(4-digit):

Section #: Section #:

****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.**

Student Signature: _____ Date: _____ Mailing Address: _____

Instructor Approval Required: _____ SIGNATURE _____ PRINT NAME _____ Date: _____

Department Chairperson Approval Required: _____ SIGNATURE _____ PRINT NAME _____ Date: _____

Dean of Course Approval Required: _____ SIGNATURE _____ PRINT NAME _____ Date: _____

STUDENT SECTION