



Registration Change - Late Add

Please print clearly. *Required information		
STUDENT NAME* LAST/FAMILY/SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)
UW-WHITEWATER ID NUMBER*	DATE OF BIRT	DAY (DD) YEAR (YYYY)
DAYTIME PHONE NUMBER*	UW-WHITEWATER E-MAIL A	DDRESS* @uww.edu
TERM (CHECK ONE)* Fall Winterim Spring	YEAR* 20	ENROLLMENT STATUS (CHECK ONE)* ☐ Undergraduate ☐ Graduate
CLASS NO.* SUBJECT* COURSE NO. (4 DIGIT) (E.G. ECON) (3 DIGIT)	D.* SECTION* UNITS*	COURSE TITLE*
GRADE BASIS (if other than ABCDF) Student Statement*: State the reasons an	S/F or S/NC	☐ AUDIT ur request. Attach a separate sheet if necessary.
I understand that I am responsible for pay	yment of any tuition and fee charges	e updated to include the class adjustment above. associated with this request. Date* nat you are aware of the course request and that
you have had the opportunity to commen	t on the request. Recommended App Reasoning:	
COURSE INSTRUCTOR*		Date*
request and that you have had the opport	tunity to comment on the request. ONLY - TOWARD DEGREE: Recommended Approximation Reasoning:	m indicates that you are aware of the course; COMBINED GPA:) proval
COURSE CHAIR*	-	Date*
	Recommended Approximation Reasoning:	proval Recommended Disapproval
COLLEGE DEAN OF COURSE*		Date*

LATE ADD PROCESSING GUIDELINES

Late Adds WILL be processed regardless of the following circumstances:

- Class capacity restriction
- Unsatisfied requisites
- Department or instructor consent restriction
- Time conflict if the conflict is with a class that has a "W" grade or if the term's final grade rosters have opened.

Late Adds 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
- Time conflict during current term without Time Conflict Authorization form
- 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.

Late Adds require proper signatures to be processed. Forms that are incomplete or received without required information (e.g., Time Conflict Authorization form), will not be processed and returned to the student or appropriate University personnel. If approved by the Dean of the course, the Late Add will be processed at the Dean's Office for a current term or the Registrar's Office for a past term.

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. Time conflict: a complete Time Conflict Authorization must be submitted with the Late Add form
 - c. Career level restriction for an undergraduate attempting to enroll in a graduate course: permission must be obtained from the School of Graduate Studies.
- 3. Pick up Late Add Request form in 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

These individuals may also request information from the student's advisor, program coordinator, chairperson, or dean to confirm the programmatic needs of the student. Forms not meeting requirements or conditions will be returned to the student. The student should check WINS to verify that the Late Add has been processed.