UNIVERSITY OF WISCONSIN WHITEWATER

Registration Change - Late Add

- If this is NOT current semester or a session has passed – late adds must be accompanied by a paper grade form
- 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* (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*

GRADE BASIS (if other than ABCDF)   ☐ Audit (see guidelines on pg. 2)   ☐ S/F or S/NC

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.

☐ Recommended Approval   ☐ Recommended Disapproval
Reasoning: _____
_____
_____

COURSE INSTRUCTOR* (Print and Sign)_____ 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: _____)

☐ Recommended Approval   ☐ Recommended Disapproval
Reasoning: _____
_____
_____

COURSE CHAIR*_____ Date*_____

☐ Override closed capacity (if applicable)   ☐ Approve   ☐ Disapprove
Reasoning: _____
_____
_____

COLLEGE DEAN OF COURSE*_____ Date*_____

LATE ADD PROCESSING GUIDELINES

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
- 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.
- 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

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

LATE ADDS FOR AUDIT STUDENTS

1. Only students that have an approved and processed term application with admissions are eligible to request a late add.
2. Audit students must abide by all of the above processing guidelines and procedures that traditional students do.

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.