

## Registration Change – Late Add

- If this is NOT for the 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 cannot use this form. 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, First/ Given, Middle)\***

**UW-Whitewater ID Number\***

**Date of Birth\***

**Daytime Phone Number\***

**UWW E-mail Address\***

**Term (Circle One)\***

Fall

Winterim

Spring

Summer

**Year \* 20\_\_**

**Enrollment Status (Circle One)\***

Undergraduate

Graduate

**College of Student’s Major (Circle One)\***

College of Arts & Communication

College of Business & Economics

College of Education & Professional Studies

College of Letters & Science

College of Integrated Studies

CLASS NO (4 DIGIT)*	SUBJECT*	COURSE NO (3 DIGIT)*	SECTION*	UNITS*	COURSE TITLE*

**GRADE BASIS**

\_\_\_ Graded (A-F)      \_\_\_ Satisfactory/No Credit or Pass/Fail

Is this course a repeat? \_\_\_ Yes      \_\_\_ No

I do not have any holds on WINS that prevent registration.

I am not exceeding my credit limit.

**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 Signature & 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.**

Approved  Not Approved

**Reasoning:\***

**Course Instructor Signature & 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 Signature & Date\***

**College Dean Signature & Date\***

Override class capacity (if applicable)

## **LATE ADD PROCESSING GUIDELINES**

***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.***

***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>

### **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. 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 Dean's Office for current term. If Time Conflict form is required, submit both forms to Registrar's Office.