



# Request To Late ADD A Course

(Please Print)

Student Name \_\_\_\_\_

UWP email address: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## SPRING 2010

Completed form must be received in Student Records Office no later than NOON - May 7, 2010

### Request to ADD the following course:

CLASS#: \_\_\_\_\_ Department: \_\_\_\_\_ Course#: \_\_\_\_\_ Sec: \_\_\_\_\_  
 Discussion: \_\_\_\_\_ Lab: \_\_\_\_\_  
 Credits: \_\_\_\_\_ Audit: Yes \_\_\_ No \_\_\_  
 Class Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Reason for late request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree to pay the tuition/fees due for this class and understand payment is due within one week of registration.

I further understand that processing this request may produce a balance owed and it is my responsibility to contact the Cashier's Office and determine what charge, if any, has been added to my account. I realize that a hold will be placed on my student record unless the balance is paid as soon as possible to the Cashier's Office. This fee charge is subject to a monthly interest charge of 1%.

**NOTE:** Form will NOT be processed if any registration hold exists on the student's record.  
*It is the student's responsibility to resolve their holds & notify the Student Records Office.*

Notification of enrollment status is done through UW-Parkside email.  
 Check your email account to determine if the request has been processed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* SIGNATURES MUST BE OBTAINED IN THIS ORDER \*\*\*\*\*

Signature #1 – INSTRUCTOR \_\_\_\_\_ *Approved* \_\_\_\_\_ *Denied*  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

\* Signature #2 – DEPARTMENT CHAIR \_\_\_\_\_ *Approved* \_\_\_\_\_ *Denied*  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

\* Signature #3 – ACADEMIC DEAN \_\_\_\_\_ *Approved* \_\_\_\_\_ *Denied*  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

Once ALL signatures are obtained, return form to Registrar's Office/Student Records – Wyllie Hall, Room D189.

FOR OFFICE USE: Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

\* Department Chair and Academic Dean information on reverse side.

(Rev: 1/09 spl)