



Request to LATE ADD a Course

Student Name _____ UWP email address: _____
Student ID: _____ Phone Number: _____

Request must be submitted to the Registrar's Office by the deadline for the class session.
(See Important Semester Dates and Deadlines in course schedule for specific dates)

Request to ADD the following course for _____ (term and year)			
Class#: _____	Dept: _____	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 Office of the Registrar.

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 Office of the Registrar – Wyllie Hall, Room D187.

FOR OFFICE USE Date Processed: _____ Processed By: _____ (Rev: 2/14)