

Registration Transaction Request

FEES: There is a single day charge of \$20 for schedule changes made beginning the 8th calendar day of the quarter. These fees are added to your tuition statement. They can be paid after the transaction is processed via MyUW or in person at the Cashiers Office, Carlton 400. A 7 calendar-day grace period is given before a hold is placed on your record. During the last week of the quarter, fees are due the next business day.

STUDENT INFORMATION (PLEASE PRINT)				
LAST NAME	FIRST	M.I.	QUARTER	YEAR
UW EMAIL		PHONE NUMBER	STUDENT NUMBER	STATUS <input type="checkbox"/> Undergrad. <input type="checkbox"/> Grad/Prof. <input type="checkbox"/> Post Bac. <input type="checkbox"/> GNM <input type="checkbox"/> Non-Matric. <input type="checkbox"/> ACCESS
Student's Signature _____			Date _____	

1. TIME CONFLICT BETWEEN COURSES

Student must obtain approval from both instructors for the courses for which the student will be leaving early and arriving late.

		COURSE #	SECTION	CREDITS	SLN	ENTRY CODE (if required)
1st course (on my schedule)	LECTURE:					
	LAB:					
2nd course (please add)	LECTURE:					
	LAB:					

1st Course - Instructor Name (printed) _____

1st Course - Instructor Signature _____ Date _____

2nd Course - Instructor Name (printed) _____

2nd Course - Instructor Signature _____ Date _____

2. CROSS-CAMPUS REGISTRATION

Cross campus registration is available through MyUW beginning Registration Period 2. If you are not able to register via MyUW because you do not meet the minimum cross-campus registration restrictions, complete this section and submit the completed form to the Office of the Registrar.

CAMPUS	DEPARTMENT	COURSE NUMBER	SECTION	SLN	ENTRY CODE (if required)

3. INTERNSHIPS/ INDEPENDENT STUDY/DIRECTED READINGS/THESIS

Students must complete an independent study/internship contract obtained from their academic program. A copy of this contract must be submitted with this form. In addition, courses may be added for credits exceeding the designated limit for the course with instructor approval. Please note that each academic program may have different requirements regarding independent study courses.

DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	SLN	ENTRY CODE

Instructor Approval _____ Date _____

4. ADD/DROP AND COURSE OVERLOAD

Students who are unable to use their MyUW to make changes to their schedule and need assistance adding or dropping a course may use this section. In addition, students who wish to enroll in a course that is already enrolled at capacity must obtain the instructors approval and an entry code from the academic program offering the course. Overload requests cannot be approved if the room the course is taught in is at capacity.

ADD OR DROP	DEPARTMENT	COURSE NUMBER	SECTION	SLN	ENTRY CODE
<input type="checkbox"/> ADD <i>or</i> <input type="checkbox"/> DROP					
<input type="checkbox"/> ADD <i>or</i> <input type="checkbox"/> DROP					
<input type="checkbox"/> ADD <i>or</i> <input type="checkbox"/> DROP					

Instructor Name (*printed*) _____

Instructor Signature _____ Date _____

5. INTERNATIONAL STUDENT COURSE DROP

To be considered full-time, undergraduate international students must remain enrolled for at least 12 credits. Graduate international students must remain enrolled for at least 10 credits. During the first 7 calendar days of the quarter, courses can only be added or dropped through MyUW. Starting the 8th calendar day of the quarter, you must complete this section to drop a course. The signature of an International Student Services (ISS) advisor is required only if you will be going below full-time status.

DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	SLN	TOTAL CREDITS REGISTERED

ISS Advisor Name (*printed*) _____

ISS Advisor Signature _____ Date _____

6. COURSE DROPPED IN ERROR

Courses accidentally dropped during Registration Period 1 through the 14th calendar day of the quarter must be re-added through MyUW. If you accidentally drop a course on MyUW the 15th calendar day of the quarter through the 49th calendar day of the quarter, the Registration Office can re-add the course within 3 business days of the drop.

DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	SLN

7. AUDIT GRADING

Changes from credit to audit grading or from audit back to credit may be made only through the 14th calendar day of the quarter. Please ask your instructor for permission as some departments do not allow auditors in the classroom.

DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	SLN

Instructor Name (*printed*) _____

Instructor Signature _____ Date _____

This form may be submitted by mail, fax, by UW email (*only*) or in person.