



*PLEASE COMPLETE IN BLUE OR BLACK INK. ALL NUMBERS CAN BE FOUND AT SCHEDULE.UWM.EDU

Registration Change Form

Add – Drop – Swap – Change Credits or Grading Option

Use PAWS: To add, drop, swap classes, change number of credits or grading option through deadlines published in the Schedule of Classes. Use PAWS to change your address.

Use this form: To add, drop, swap classes, change credits or grading option AFTER PUBLISHED DEADLINES or to obtain permission to override prerequisites or closed courses.

Return to Registrar's Office Information Center: Mellencamp Hall, Room 274

*Indicates required information

*Name _____ *Campus ID Number: _____ - _____ - _____

*Student Signature _____
(Required to process this form. Signature indicates agreement to Statement of Financial Obligation on reverse side of this form.)

| | | | | | |
|---|----------------------|---|----------------------|----------------------|----------------------|
| *Year: _____ | *Term: | Fall | UWinteriM | Spring | Summer |
| *Subject Name: | *3-digit Catalog #: | *3-digit LEC #: | 3-digit DIS # | 3-digit LAB #: | Credit Value # |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <p>EXAMPLE: CHEM 102-401, DIS 601, LAB 801</p> <p>CHEM 102 401 601 801 5 ↓ ↓ ↓ ↓ ↓ 99081 19101 99111</p> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| | | *5- digit class numbers (required for each section) | | | |

Enroll/Add as: **Graded** **Credit/No Credit** **Audit** (will be graded if no option selected)

Drop

Swap with (enter 5-digit class number to be dropped): _____ (use lecture # for multi-part classes)

Change: **To Graded** **To Credit/No Credit** **To Audit** **Credit Value to**

| | | | |
|---|--------------|---|--|
| School/College Approval (To be completed by Academic Advising Office or Authorized Delegate) | | Course Instructor/Department Approval (To be completed by Instructor or Authorized Delegate) | |
| A signature in this box is only required after the published add/drop deadlines for the class. See regcalendar.uwm.edu . | | A signature in this box guarantees enrollment in the class, UNLESS specified below that certain permissions are NOT granted. <i>Note: Some schools/colleges/departments may require additional approval</i> | |
| Permission to <u>repeat beyond limit</u> or <u>exceed term credit maximum</u> must be entered into student's Transcript Text in PAWS; a signature is only required for those permissions after the published deadlines. | | <input type="checkbox"/> DO NOT override closed class (add to waitlist if prior to term start) <input type="checkbox"/> DO NOT override missing pre-requisite <input type="checkbox"/> DO NOT override time conflict | |
| Signature: _____ | | Signature: _____ | |
| Date: ___/___/____ Valid Until: ___/___/____ | | Date: ___/___/____ Valid Until: ___/___/____ | |
| REGISTRAR'S OFFICE USE ONLY: | Held: | Entered: | |

Important Notes Regarding this Add/Drop Form

- By signing and submitting this Add/Drop form to the Registrar's Office you are agreeing to the terms of the Statement of Financial Obligation shown below.
- For fee/tuition implications that may result from the submission of this form, consult the Schedule of Classes (schedule.uwm.edu) and the Bursar's Office website (tuitionandfees.uwm.edu).

STATEMENT OF FINANCIAL OBLIGATION:

I understand that the University of Wisconsin-Milwaukee will assign me to classes for which I have met prerequisites and/or have obtained departmental approval. I agree to pay full tuition for the courses in which I register by the published due date or to enter into an installment payment plan based on the dates and terms established by UWM. I further agree that the University may charge and I will pay late payment charges and/or interest at 1% per month (12% per year) on any unpaid University balance that is past due.

I further understand that if I decide not to attend, I must formally withdraw by dropping each of my classes individually via PAWS or by notifying the University of my decision to withdraw via certified mail. Withdrawal fees are based on class session start dates and date of formal withdrawal, in accordance with University of Wisconsin System policy as published in the UWM Schedule of Classes.

Failure to pay fees or enter a credit agreement by the due date as outlined above will result in cancellation of my registration and assessment of cancellation and late payment charges.