Late Registration Fee Wavier Form Instructions

An online form exists for authorized staff to request late registration fee waivers for students in cases where the institution is responsible for causing the fee, either through an error or delay in processing the student’s enrollment for the term.

**PLEASE NOTE:** Students who would like to directly appeal a late registration fee need to contact the Dean of Students Office ([http://www4.uwm.edu/dos/](http://www4.uwm.edu/dos/)).

The form is located at [https://www4.uwm.edu/DES/apps/reg_latefee](https://www4.uwm.edu/DES/apps/reg_latefee)

Login to the form using your epanther ID and password.

There are two options to submit a waiver request:

1. Use “Search by Campus ID/ePanther” to request a waiver for an individual student.
2. Use “Search by Class” to request a waiver for multiple students in the same class.
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Search by Campus ID/ePanther Option

1. Click on the “Search by Campus ID/ePanther” link.

2. Select a term from the drop-down. Accessible terms are those up to two years prior to or one year in advance of the current term (e.g., in Spring 2013, accessible terms range from Summer 2011 through Spring 2014).

3. After a term is selected, enter the student’s Campus ID or ePanther ID (i.e., the part of their email address prior to the @).

4. Tab out of the Campus ID/ePanther field or click “Send Form” to generate the request screen.

   The request screen will include the student’s name, Campus ID, email address, the term selected, and a Rationale for Waiver text box.
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5. Enter a rationale for the waiver in the available text box. Please identify the circumstances that caused the student’s late registration, including direct reference to the UWM institutional responsibility for the circumstances.

6. Click “Send Form” button to submit the request. **You will be automatically returned to the request initiation screen after submitting a request.**

You will automatically receive an email confirming that the request was submitted. If you do not receive an email confirming submission within an hour, please use the Registrar’s Office Contact Form (http://contactro.uwm.edu) to report the issue.

Once the waiver request is reviewed by the Registrar’s Office, you will receive an email to confirm it was processed or indicate it was rejected for a specified reason. Please allow up to 24-48 business hours for processing.
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Search by Class Option

1. Click on the “Search by Class” link.

2. Select a term from the drop-down. Accessible terms are those up to two years prior to or one year in advance of the current term (e.g., in Spring 2013, accessible terms range from Summer 2011 through Spring 2014).

3. After a term is selected, enter the 5-digit class number for the class section with the students who need the waiver request.

4. Tab out of the Class Nbr field or click “Send Form” to generate the request screen.

The request screen will include a roster of currently enrolled students in the section, including their names, email addresses, and a Rationale for Waiver text box for each student.

PLEASE NOTE: The roster data is pulled from the data warehouse, which is updated nightly from PAWS, so the data will be current as of the close of business on the prior day.
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5. **For only those students who need waivers**, enter a rationale for the waiver in the available text box. Please identify the circumstances that caused the student’s late registration, including direct reference to the UWM institutional responsibility for the circumstances.

A waiver request only will be submitted for students who have something entered into the rationale for waiver text box.

7. Once all rationales have been entered for students who need waivers (leave all other rationale text boxes blank), click “Send Form” button to submit the request. **You will be automatically returned to the request initiation screen after submitting a request**.

You will automatically receive an email confirming that the request was submitted. If you do not receive an email confirming submission within an hour, please use the Registrar’s Office Contact Form (http://contactro.uwm.edu) to report the issue.

Once the waiver request is reviewed by the Registrar’s Office, you will receive an email to confirm it was processed or indicate it was rejected for a specified reason. Please allow up to 24-48 business hours for processing. Separate emails will be sent for each student who was part of the request.