



# Registration Change Form

## Add – Drop – Swap – Change Credits or Grading Option

**Use this form:** To add/drop/swap classes or change credits/grading option AFTER PUBLISHED DEADLINES or to obtain special permission (such as prerequisite or closed course overrides). Adds, drops, & swaps prior to deadlines can be done in PAWS. Tuition and fees may apply.

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 or 4-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"/>	<input type="text"/>
<b>EXAMPLE: CHEM 102-401, DIS 601, LAB 801</b>						
<div><div>CHEM</div><div>102</div><div>401</div><div>601</div><div>801</div><div>99081</div><div>19101</div><div>99111</div></div>		<input type="text"/>	<input type="text"/>	<input type="text"/>		
		<b>5- digit class numbers (required for each section)</b>				

**Enroll as:**      **Graded**      **Credit/No Credit**      **Satisfactory/Unsatisfactory**      **Audit**  
(graded if no option selected)      (A-F, credit eligible)      (CR or NC, credit eligible)      (CR or NC, credit eligible)      (S, U, or NC, no credit)

**Drop** (After the published “Drop with W Grade Deadline,” drops and withdrawals require the signature of the instructor AND the school/college advising office or student services.)

**Swap with** (enter 5-digit class number to be dropped; use lecture # for multi-part class): \_\_\_\_\_

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

*Signatures below are required after the published add/drop deadlines or if special permission is required (see <http://uwm.edu/onestop/dates-and-deadlines/interactive-adddrop-calendar/>) . Note: Some schools/colleges/departments may require additional approval.*

School/College/Advising
Approval granted to <b>ADD/CHANGE</b> course after deadline or to obtain additional permissions before the deadline  <i>Permission to repeat beyond limit or exceed term credit maximum must be entered into student's Transcript Text in PAWS; a signature is also required for those permissions after the published deadlines.</i>  Approval granted to <b>DROP</b> course after deadline  Signature: _____  Date: _____ Valid Until: _____

Course Instructor/Department
Approval granted to <b>ADD/CHANGE</b> course after deadline or to obtain additional permissions before the deadline. If any additional permissions are NOT granted, please check below:  DO NOT override closed class (add to waitlist if prior to term start)  DO NOT override missing pre-requisite  ____ DO NOT override time conflict  Approval granted to <b>DROP</b> course after deadline  Signature: _____  Date: _____ Valid Until: _____

## **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 (<https://catalog.uwm.edu/course-search/>) and the Bursar's Office website (<https://uwm.edu/onestop/finances/estimating-your-costs/tuition/>).

### **STATEMENT OF FINANCIAL OBLIGATION:**

I understand that the University of Wisconsin-Milwaukee will add, drop, or adjust my courses based on this approved request. I agree to pay full tuition for the courses in which I enroll 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 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 by submitting a signed withdrawal form to the Registrar's Office. 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.