



## IMPORTANT ADD/DROP INFORMATION FOR OUR AUDITORS

Auditors must submit all materials **online**. We will no longer be accepting paper add/drop forms. You must use the email template referenced below. We will not facilitate same-day applications or add/drop form processing for 60+/disabled auditor materials. These documents will require a **minimum of 3-5 days to be processed**. Auditors will be enrolled in courses on the first day of the semester, Thursday, September 2, or shortly thereafter. You will not see your enrollment in your UWM accounts prior to that date.

To request enrollment in a course:

1. Copy the add/drop template (listed below) and paste it into an email to easily be sent to the class instructor in which you are trying to enroll.
2. Please use your **UWM email address** when emailing the add/drop form to your instructor for approval, and also CC the Registrar's Office ([regoff@uwm.edu](mailto:regoff@uwm.edu)) in your email.
3. Request that the instructor "reply all" to your request. Once the instructor has approved, the Registrar's Office will enroll you in the course.

### COURSE UPDATE:

We have great news; 60+ and Disabled Auditors will be able to enroll and participate in both in-person and online courses for Fall 2021! **The add/drop deadline for Fall 2021 is September 16, 2021.**

**Add/drop requests will not be accepted after this date.**

---

### TEMPLATE FIELDS

(Please include the following fields when requesting permission from your instructor by email)

#### Student information:

Student Name (First and Last):

Campus ID:

Student preferred email:

Student phone number:

#### Course Information:

Year and Term:

Subject Name:

3-digit course number:

3-digit lecture number:

5-digit class number:

#### Please select one by marking with an X:

I am adding this class:

I am dropping this class:

Student Electronic Signature: