

## LATE ADD FORM

To add courses during the second week of classes through Census date of regular fall and spring semesters only. **This does not apply to courses taken during the Maymester or Summer Semester.** Only one course may be added per Late Add form.

Your First Name Last Name	Middle Initial Your Student ID numb
I am requesting enrollment in the course listed below:	
COURSE PREFIX & NUMBER (Example: MATH 1010, PMUS 1001, PUAD 1001)	SECTION (i.e., 001, (i.e. 29105) HOURS (i.e., 3.0)
Instructor Signature:	Date:
Instructor's email address:	@ucdenve
Step 2: You check if there are any other needed approv	vals.
Pre/Co-Requisites	
	s, you need approval from your home College Advising Office before determine if the pre/co-requisite is met and sign below.
Home College Advising Office/CLAS Instructor Signature	e Date:
Credit Limits	
	credit hour limit, you will need approval from your home College Advising edit hours, you will need to seek permission for enrollment.
James Callage Advising Office Cignoture	<b>.</b> .
nome College Advising Office Signature	Date:
	Date:
Time Conflict with another Course  If the scheduled time for the course overlaps with anoth	her course, you will need to obtain the instructor signature from both co
Fime Conflict with another Course  f the scheduled time for the course overlaps with another approve enrollment	her course, you will need to obtain the instructor signature from both co
Fime Conflict with another Course  If the scheduled time for the course overlaps with another approve enrollment  Original Course Instructor Name	her course, you will need to obtain the instructor signature from both co
Time Conflict with another Course  If the scheduled time for the course overlaps with anoth to approve enrollment  Original Course Instructor Name  Original Instructor Signature	her course, you will need to obtain the instructor signature from both co
Time Conflict with another Course  If the scheduled time for the course overlaps with anoth to approve enrollment  Original Course Instructor Name  Original Instructor Signature  Additional Course Instructor Name	her course, you will need to obtain the instructor signature from both co
Time Conflict with another Course  If the scheduled time for the course overlaps with anoth to approve enrollment  Original Course Instructor Name  Original Instructor Signature  Additional Course Instructor Name  Additional Instructor Signature  Step 3: You sign and submit completed form by 5:00pn Choose one of two options for submitting completed fo  1. In person. Deliver this completed form to the County Building, Suite 5005. OR  2. By email. Completed form must be sent from y	ther course, you will need to obtain the instructor signature from both common Census date.  Orm:  Office of the Registrar, located on the 5 <sup>th</sup> floor of the Student Commons your CU Denver email to Registrar@ucdenver.edu.
Time Conflict with another Course  If the scheduled time for the course overlaps with anoth to approve enrollment  Original Course Instructor Name  Original Instructor Signature  Additional Course Instructor Name  Additional Instructor Signature  Step 3: You sign and submit completed form by 5:00pn Choose one of two options for submitting completed form 1. In person. Deliver this completed form to the Chaulding, Suite 5005. OR	ther course, you will need to obtain the instructor signature from both common Census date.  Orm:  Office of the Registrar, located on the 5 <sup>th</sup> floor of the Student Commons your CU Denver email to Registrar@ucdenver.edu.  Indeed to obtain the instructor signature from both common to the second page of this form.

NOTE: Forms submitted in person will be processed in 24-48 hours. Forms submitted by email will be processed in 3-5 business days. A copy of this form and all pertinent email communication will be saved in the student's records.



## LATE ADD FORM

## **Late Add Policies and Procedures**

By signing this form, I understand the following:

- 1. I am academically and financially responsible for enrollment in this course.
- 2. I will adhere to the schedule adjustment dates and deadlines published in the Academic Calendar.
- 3. The deadline for submitting this form is the Census date of the corresponding semester. (Check <u>Academic Calendar</u> for Census date.)
- 4. This form cannot be processed if there are any registration holds on my student account.
- 5. I will verify my registration through the student portal.
- 6. The Registrar's Office may deny my request for enrollment for various safety or logistical reasons, including but not limited to: breach of classroom capacity and/or fire codes.
- 7. If the course is full or closed, the Registrar's Office will request permission from the college to enroll me in the course.

## **Dropping a Course:**

If you would like the Registrar's Office to drop you from another course at the same time that we enroll you in this course, please indicate the course you wish for us to from you from and sign. This will result in a \$100 drop fee.

COURSE PREFIX & NUMBER (Example: MATH 1010, PMUS 1001, PUAD 1001)		SECTION i.e., 001, E01)	CLASS NUMBER (i.e. 29105)
Student Signature: Date:			

Advising Office Contact Information			
Business School	Business School, 4 <sup>th</sup> floor	undergrad.advising@ucdenver.edu	(303) 315-8110
College of Architecture and Planning	CU Building, 2 <sup>nd</sup> Floor	CAP.UGAdvising@ucdenver.edu	(303) 315-1000
College of Arts and Media	ARTS room 177	CAMAdvising@ucdenver.edu	(303) 315-7400
College of Engineering and Applied Sciences	North Classroom, room 2605	CEASstudentservices@ucdenver.edu	(303) 315-7510
College of Liberal Arts and Sciences	North Classroom, room 1030	clas_advising@ucdenver.edu	(303) 315-7100
The Graduate School	Lawrence Street Center, room 1251	Stephanie.puello@ucdenver.edu	(303) 315-2183
School of Education and Human	Lawrence Street	academicservices@ucdenver.edu	(303) 315-6300
Development	Center, room 701		
School of Public Affairs	Lawrence Street Center, 5 <sup>th</sup> Floor	Spa.advising@ucdenver.edu	(303) 315-2228