

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

Step 1 of 2: Student completes form and obtains instructor signature.

_____ **First Name** _____ **Last Name** _____ **Middle Initial** _____ **Student ID number** _____ **Semester & Year**

Career (check one): _____ **Undergraduate** _____ **Graduate**

I am requesting enrollment in the course listed below:

COURSE PREFIX & NUMBER (Example: MATH 1010, PMUS 1001, PUAD 1001)	SECTION NUMBER (i.e., 001, E01)	CLASS NUMBER (i.e. 29105)	CREDIT HOURS (i.e., 3.0, 5.0)

By signing this form, I understand the following:

- I. I am academically and financially responsible for enrollment in this course.
- II. I will adhere to the schedule adjustment deadlines published in the [Academic Calendar](#).
- III. I will verify my registration through the student portal.
- IV. 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.

By signing this form, I confirm the following:

- I. There are no holds on my account that prevent me from registering for the course. (Check for holds by logging into your [UCDAccess](#) portal.)
- II. There is no time conflict with this request.
- III. I have met the pre-requisites and/or co-requisites needed for this course, if any.
- IV. By adding the course, I will not be enrolled for more than 18 credit hours for fall/spring or 12 credits hours for summer semester.
- V. I will submit this signed Late Add form by Census date of the corresponding semester. (Check [Academic Calendar](#) for Census date.)

Student Signature: _____ **Date:** _____

Student’s email address: _____@ucdenver.edu

Instructor Signature: _____ **Date:** _____

Instructor’s email address: _____@ucdenver.edu

<p>FOR OFFICE USE ONLY:</p> <p>_____ Student has met prerequisite(s)</p> <p>_____ Override prerequisite(s)</p>
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Step 2 of 2: Student submits completed form by Census date of corresponding semester.

Choose one of two options for submitting completed form:

1. **In person.** Deliver this completed form to the Office of the Registrar, located on the 5th floor of the Student Commons Building, Suite 5005. **OR**
2. **By email.** Completed form must be sent from the instructor’s CU Denver email to Registrar@ucdenver.edu.

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.