LATE ADD FORM

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.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Middle Initial</th>
<th>Student ID number</th>
<th>Semester &amp; Year</th>
</tr>
</thead>
</table>

Career (check one): ______ Undergraduate ______ Graduate

I am requesting enrollment in the course listed below:

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; NUMBER (Example: MATH 1010, PMUS 1001, PUAD 1001)</th>
<th>SECTION NUMBER (i.e., 001, E01)</th>
<th>CLASS NUMBER (i.e. 29105)</th>
<th>CREDIT HOURS (i.e., 3.0, 5.0)</th>
</tr>
</thead>
</table>

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

FOR OFFICE USE ONLY:

_____ Student has met prerequisite(s)
_____ Override prerequisite(s)

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.

Updated 12/19/17