Students must be officially registered through the UCDAccess in order to receive academic credit for a course. Students who attend class without official registration will not receive credit. Course additions after the 12th day of the semester are rarely granted due to strict student credit hour reporting and financial policies established by the Colorado Department of Higher Education.

Add Policies Students may register electronically through the web-based UCDAccess, or manually instructor permission to enroll form. The normal period for adding a course is through the web-based add deadline (typically the 6th business day of the semester). For a short time after this add period, students are allowed to manually add a course using the Instructor Permission to Enroll Form. All courses must be officially processed by the formal add deadline (typically the 12th day of the semester).

### Deadlines and Procedures for Adding Courses (Notes 1 and 2)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>through 5th day</td>
<td>electronic and manual registration, wait-list option, faculty override of wait-list using SAF not allowed</td>
</tr>
<tr>
<td>6th day – 12th day</td>
<td>electronic and manual registration, no wait-list option, faculty signature required on instructor permission to enroll form</td>
</tr>
<tr>
<td>after 12th day</td>
<td>5:00 pm on the 12th day deadline is treated as an absolute deadline for processing instructor permission to enroll. Students must meet conditions before filing a late add petition with the assistant dean</td>
</tr>
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</table>

1. Dates are for full-semester, 16-week courses. Exact dates for a particular semester or term are provided by the CU Denver Registrar, [www.ucdenver.edu](http://www.ucdenver.edu) Click on Current Students>Academic Resources>Academic Calendars links.
2. Independent study, internships, and thesis courses may be added for a short time after the 12th day deadline. Modular courses starting after the beginning of the semester allow registration through the first day of the course.

Wait-Listed Courses Through the first week of classes, students may elect to be wait-listed for a closed course. While on the wait-list, students are administratively added to the class by priority number when a vacancy occurs, and faculty are not allowed to override the wait-list. Beginning the second week of classes, those students remaining on the wait-list will be administratively dropped, and faculty may grant permission on an Instructor Permission to Enroll Form to add a student to the closed course. Wait-listed students are financially responsible for the class, should attend, must verify their wait-list status, and must officially add classes no later than the 12th day deadline.

Student Responsibilities While both the instructor and student share in the responsibility that registration is accurate, ultimately it is the student who is responsible for their registration. Students are responsible for:

- maintenance of an accurate mailing (billing) address, and telephone number
- must use their ucdenver.edu email address. Email is the official method of communication for all University of Colorado Denver business. All email correspondence will take place using your UCD email address
- communication with a third party (parents, scholarships, etc.) who is paying for the student’s registration
- knowing deadlines and policies relating to registration, payment, wait-listed courses, and course additions
- removal of all academic, financial, or miscellaneous registration holds that preclude registration
- completion and verification of financial aid status relating to registration
- verification of an accurate registration into courses
- communicating with faculty to meet the 12th day absolute deadline for course additions.
Please note that the following reasons for requesting a late add are not valid and will not be considered.

a. You thought you were added to the class from the wait-list.
b. You were not aware of the deadlines.
c. You learned that space is now available in the class. Examples: “Faculty member said once a student drops the course, he/she will authorize me in the class(es).” “I couldn’t enroll in the class until someone dropped the course.”
d. Your instructor told you that you would be added to the class.
e. You don’t have enough hours for financial aid/scholarship/international status to be considered a full-time student.
f. International Affairs just notified me that my on-line class(es) are not being included in my full-time enrollment status so now I have to add another course.
g. You were not aware/notified that you were dropped from the course.
h. You were dis-enrolled and need to be added to the class.
i. You are now prepared to pay for the semester/term and would like to add classes now.
j. You had access to Canvas and now you don’t have access.
k. You have been attending class and now want to add the course to your schedule.
l. You noticed that you were enrolled in the wrong section of the course.
m. The lines at the CLAS Advising Office and/or Registrar’s were too long and I had to go to class or work.
n. I didn’t know that the faculty signature(s) was only valid for five working days.
o. I couldn’t get a signature from the faculty member until now.
College of Liberal Arts and Sciences
Late Add and Registration Petition

Name | Student Number | Date
---|---|---

University Email Address: (Petition decision will be sent to your University email address)
@ucdenver.edu

List of Course you are asking to add. Please include the course NUMBER and NAME

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Section #</th>
</tr>
</thead>
</table>

Steps for Late Add Petition. All boxes must be checked before a late add petition is reviewed.

- I meet the student responsibilities.
- I have submitted a written statement (typed and double spaced) that includes the following:
  1. (2) Detail the circumstances outside your control that prevented you from adding classes by the 12th day deadline.
  2. (3) Indicate whether this is your first semester at UC Denver.
- I have attached documents and/or letters that verify the circumstances outside my control. Independent verification is required.
- I have attached a copy of the course syllabus.
- I have independent verification from my instructor (either by CU Denver email address or signed statement on department letterhead) that no exams, quizzes, or any other graded assignments have taken place for the course to date.
- I have obtained the instructor’s dated signature* on the UC Denver Schedule Adjustment Form within the last five business days. Please note that the signature of a faculty member on an add form does not guarantee that a late add petition will be approved.
  *On-Line courses only – an email from the instructor (sent to your official University email address) stating their authorization for you to add the course can substitute for the instructor’s physical signature.

It will be my responsibility to have any or all registration hold removed prior to submitting petition. If my petition is approved, I understand that by signing and submitting this form I am academically and financially responsible for the course(s). And I will check my UC Denver email to determine the decision of my petition and not continually call the CLAS Advising Office to determine the status of my petition. If petition is approved, the CLAS Academic Advising Office will officially add students to the petitioned course(s) within three to five business days.

I understand that submission of this petition does not guarantee approval.

Student Signature ___________________________________________ Date: ______________________

Student Notified via phone email

☐ Approved ☐ Denied

__________________________________________

CLAS Associate or Assistant Dean Date

Update: 2/1/2017