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.

Step 1: You complete the form and obtain instructor approval

<table>
<thead>
<tr>
<th>Your First Name</th>
<th>Last Name</th>
<th>Middle Initial</th>
<th>Your Student ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am requesting enrollment in the course listed below:</td>
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</tbody>
</table>

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

Instructor Signature: _____________________________________________________ Date: ____________

Instructor’s email address: ______________________________________@ucdenver.edu

Step 2: You check if there are any other needed approvals.

**Pre/Co-Requisites**
If you have not completed the course Pre/Co-Requisites, you need approval from your home College Advising Office before enrollment. In CLAS, the instructor for the course must determine if the pre/co-requisite is met and sign below.

Home College Advising Office/CLAS Instructor Signature__________________________________________________________ Date: ____________

**Credit Limits**
If the course enrollment will cause you to exceed your credit hour limit, you will need approval from your home College Advising Office to enroll. If you are enrolling in more than 18 credit hours, you will need to seek permission for enrollment.

Home College Advising Office Signature__________________________________________________________ Date: ____________

**Time Conflict with another Course**
If the scheduled time for the course overlaps with another course, you will need to obtain the instructor signature from both courses 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 5:00pm on Census date.

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 your CU Denver email to Registrar@ucdenver.edu.

By signing below, I understand the Late Add Policies and Procedures found on the second page of this form.

Student Signature: __________________________________________________________ Date: ____________

Student’s email address: __________________________________________________________@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.
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 Academic Calendar 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 drop you from and sign. This will result in a $100 drop fee.

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Student Signature: __________________________________________ Date: __________

Advising Office Contact Information

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