

**Step 1: You complete the form and obtain instructor approval. One course per form.**

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**Your First Name**                                      **Last Name**                                      **Middle Initial**                                      **Your Student ID number**

I am requesting enrollment in the course listed below:

<b>COURSE PREFIX &amp; NUMBER</b> (Example: MATH 1010, PMUS 1001, PUAD 1001)	<b>SECTION</b> (i.e., 001, E01)	<b>CLASS NUMBER</b> (i.e. 29105)	<b>CREDIT HOURS</b> (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 the department that hosts the course prior to submitting this form. In CLAS, the instructor for the course must determine if the pre/co-requisite is met and sign below.

Course Host Department/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 5<sup>th</sup> floor of the Student Commons Building, Suite 5005. **OR**
2. **By email.** Completed form must be sent from your CU Denver email to [lateadd@ucdenver.edu](mailto:lateadd@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

**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.

**COURSE PREFIX & NUMBER**

(Example: MATH 1010, PMUS 1001, PUAD 1001)

**SECTION**

(i.e., 001, E01)

**CLASS NUMBER**

(i.e. 29105)

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Advising Office Contact Information</b>			
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 Development	Lawrence Street Center, room 701	academicservices@ucdenver.edu	(303) 315-6300
School of Public Affairs	Lawrence Street Center, 5 <sup>th</sup> Floor	Spa.advising@ucdenver.edu	(303) 315-2228