**Step 1:** You complete the form in blue or black ink and obtain instructor approval.

*One course per form, no scratched out forms will be accepted.*

<table>
<thead>
<tr>
<th>Your First Name</th>
<th>Last Name</th>
<th>Middle Initial</th>
<th>Your Student ID Number</th>
</tr>
</thead>
</table>

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 (i.e., 001, E01)</th>
<th>CLASS NUMBER (i.e. 29105)</th>
<th>CREDIT HOURS (i.e., 3.0)</th>
</tr>
</thead>
</table>

Instructor Signature: ____________________________ Date: __________

Instructor’s Printed Name: ________________________________

**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 5th floor of the Student Commons Building, Suite 5005. Must have a valid form of photo ID. **OR**
2. **By email.** Completed form must be sent from your CU Denver email to 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

Updated 01/16/2020
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. This form cannot be processed if any signatures are dated prior to the Late Add period.
6. I will verify my registration through the student portal.
7. 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.
8. 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.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; NUMBER</th>
<th>SECTION (i.e., 001, E01)</th>
<th>CLASS NUMBER (i.e. 29105)</th>
</tr>
</thead>
</table>

Student Signature: ____________________________________________ Date: ________________

Advising Office Contact Information

<table>
<thead>
<tr>
<th>Business School</th>
<th>Department Location</th>
<th>Email Address</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></td>
<td>(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></td>
<td>(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></td>
<td>(303) 315-7400</td>
</tr>
<tr>
<td>College of Engineering, Design, and Computing</td>
<td>North Classroom, room 3034</td>
<td><a href="mailto:engineering@ucdenver.edu">engineering@ucdenver.edu</a></td>
<td>(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></td>
<td>(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></td>
<td>(303) 315-0074</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></td>
<td>(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></td>
<td>(303) 315-228</td>
</tr>
</tbody>
</table>

Updated 01/16/2020