



Late Changes to Registration Form (Add only-Not used for dropping courses)

- This form is used to request changes to registration after the applicable University deadline has passed.
Examples of such changes include:
enrollment into class past the add deadline, including Problem, Research, Internship, Grad Exam or Special Readings class
adding additional/changing units to a class for which the student is already registered
changing sections, change course when cross-leveled and combined
A separate form must be used for each term and career (undergraduate, graduate etc.) in which you are requesting a late change.
Students should check with their academic area for late change approval and to see if additional forms are required.
Students who are adding and dropping a course should first drop their course prior to submitting form to add the course.
Students who need to drop a course after the last day to drop a course without a grade need to use the course withdrawal form.

- (Step 1) Students complete their section including entering your name/number in the right hand margin.
(Step 2) Students contact their academic area for appropriate signatures.
(Step 3) The completed form is submitted to the Office of the University Registrar (OUR).

The form must include all signatures to be accepted by the OUR. The registration changes are not considered complete until the OUR accepts the form. Students enrolled on campus need to submit their forms in person. Off-campus students also have the option to submit the signed form by fax, or scan and email it.

Student (print clearly)

Name (Last, First) Student number

Career (select one): Undergraduate Graduate Law Medicine Veterinary Medicine

Term (indicate year next to applicable term): Spring Summer Fall

Class information for late add:

Table with 8 columns: Session 1, Course Name, Subject Area, Catalog Number, Section, Class Number, Units 2, Permission Number (if required)

- 1 - Indicate session of class: 16 week, 1st 8 week, Intersession, PT/Part of Term, MO/Mizzou Online, etc.
2 - Indicate number of units or credit hours for this class.
3 - If signing up for a Self-paced (9 month) course, please list your Start Date. Self-paced Start Date (OEE)

Class information for changing sections, additional units and changing cross leveled/combined courses:

Table with 9 columns: Subject Area, Catalog Number, Section (From, To), Class Number (From, To), Units (From, To), Permission Number (if required)

Student's Signature Date

If you are a ... Submit your completed form to ...
degree seeking Undergraduate student your Academic Advising Unit (see advising.missouri.edu for details)
non-degree Undergraduate student the Office of the University Registrar (OUR)
degree seeking Graduate student your academic program advisor, then Graduate Studies Dean's Office
non-degree Graduate student (post bac) the Graduate Studies Dean's Office
Professional student your Dean's Office

Academic Area

The academic area must complete this section. The form must be submitted to Office of the University Registrar (OUR) within 24 hours of the approval, or 5:00 pm on the last day to register, add or change sections per Faculty Council policy, whichever comes first.

If approving increase in total maximum units for term, indicate total:

Approving individual: Name Signature

Dean's signature stamp: Approval Date

Office of the University Registrar

Steps: (1)+ (2) (3) + Date processed Initials (03/14/2014)

Student Name (Last, First)

Student #