

Late Course Additions

Use this form to add a course(s) for the same term after the last day to add courses for the term.

Access this online form at: <https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/>

Note: Any field displaying an asterisk* is a required field. If not completed, a warning message will appear to complete prior to submission.

Here are some tips for completing the form:

- 1. Student Name and Number –** Populates when you log into the OUR web portal.
- 2. Term –** The form can only be for one term. For multiple term changes, complete another form.
- 3. Upload Instructor Permission –** Adding a course after the last day to add for the terms requires Instructor permission. Upload the permission document(s) by clicking this link. File type can be PDF, MS Word, or other common software documents.
- 4. Attachments –** Attach any additional documentation using the **Attach (Paperclip)** item on the menu bar.
- 5. Add Course –** Click this button to add course information, the right side of the form displays textboxes to complete.

Home All Services Registrar Webpage

Save Cancel Refresh Attach (0) Record 1 of 1

Late Course Additions 9033

Academic Review Registrar Review

Current Status: **New** Cancel

Current Owner: **Need Help? Click Here**

1 Student Name:

Student Number:

Are any of the courses you are adding self-paced?
 Yes No

Career: *
 Undergraduate Graduate Law Medicine Veterinary Medicine Professional

2 Term: *

3 [Upload Instructor Permission](#)

Reason for late additions:

Select your Academic Unit: * My academic unit is not listed/I am Undergraduate non-degree

To add information about your courses, click the add course **5**

- You will need to locate myZou course information to complete add a course section.
 - Login to myZou.
 - Start with your myZou student center.
 - Choose **Weekly Schedule**.

Class	Schedule
AMS 3310-01 LST (65281)	MoWeFr 9:00AM - 9:50AM ARTS & SCIENCE BLDG 113
ANTHRO 4840-01 LST (65410)	TuTh 11:00AM - 12:15PM SWALLOW HALL 210
REL_ST 3042-01 LST (65450)	MoWeFr 11:00AM - 11:50AM INTERNET
REL_ST 4100W-01 LST (55929)	We 12:00PM - 2:30PM TATE HALL 215
SLHS 1100-01 LST (61434)	MoTuWeTh 8:00AM - 8:50AM INTERNET
SLHS 1100-01A LAB (61435)	ARRANGED

[Weekly Schedule](#)

[Enrollment Shopping Cart](#)

- d. At the top, change the **Select Display Option** from Weekly Calendar View to List View.

- e. Choose the correct term you want to change for a course and choose **Continue**.

Term	Career	Institution
<input checked="" type="radio"/> 2020 Fall Semester	Undergraduate	Univ of Missouri - Columbia
<input type="radio"/> 2021 Spring Semester	Undergraduate	Univ of Missouri - Columbia
<input type="radio"/> 2021 Summer Semester	Undergraduate	Univ of Missouri - Columbia

- f. Change the class filter options to **Show Enrolled Classes** by unchecking the following: **Show dropped classes and show waitlisted classes**. Then press the **Filter** button. This will limit your selection to only enrolled courses for this term.

- g. **myZou Course Information (myZou Student Center)**

Note: All course information displays in the list view of your class schedule.

AMS 3310 - GREEK ART AND ARCHAEOLOGY						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded, A-F				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
65281	01	Lect/Stand	MoWeFr 9:00AM - 9:50AM	ARTS & SCIENCE BLDG 113	Emma Buckingham, Sean Gurd	08/24/2020 - 12/10/2020

7. You will now go back to the **Late Course Additions** form to add your course(s). If you haven't clicked the **Add Course** button, do so at this time.

Add your course information for the course you would like to late add to your schedule. Here are a few tips:

1. **Session:** If the course is a 16-week, 8-week etc. choose the correct session. A 16-week course will have dates that start on the first date of the term and end on the last date of the term. Other sessions, the dates will vary depending on the length of the course.
2. **Permission Number:** Late section and credit hour changes can require a permission number, please obtain the permission number and enter it prior to submitting this form.

The screenshot shows a form for adding a course. It includes the following fields and options:

- Session: *** (dropdown menu): 16 Week
- Course Name: *** (text input): Greek Art and Archaeology
- Self-Paced Course
- Subject Area: *** (text input): AMS
- Catalog Number: *** (text input): 3310
- Section: *** (text input): 01
- Class Number: *** (text input): 65281
- Units: *** (text input): 3
- Permission Number (if required):** (text input): 123456789

At the bottom of the form are two buttons: **Save Course** and **Add Another Course**. Red callouts with numbers 1 and 2 point to the 'Session' dropdown and the 'Permission Number' field, respectively.

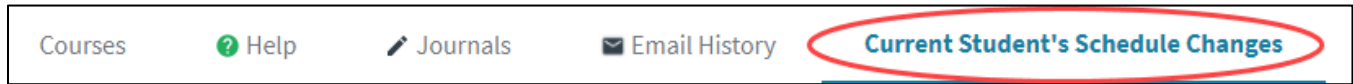
8. Click **Save Course**. To add another course change, click **Add Another Course**.
9. On the left side of the screen, click the down arrow and enter your **Academic Unit** or select the box if you do not have an academic unit.

This section contains a dropdown menu labeled "Select your Academic Unit: *". To the right of the dropdown is a checkbox labeled "My academic unit is not listed/I am Undergraduate non-degree seeking". Below the dropdown is a text box with the instruction: "To add information about the courses you wish to drop, click the add course button and fill out the form in the right pane." To the right of this text is a button with a green plus sign and the text "Add Course *". At the bottom of the section is a button labeled "Submit to Academic Unit".

10. Click **Submit to Academic Unit** for approval and further processing.

Note: If you do not have an academic unit, click the **Submit to Registrar** button.

Tip: Once you submit the form and are submitting additional requests, you can click on the **Current Student' Schedule Changes** tab on the right side of the screen to see your previous schedule changes. Click on any previous schedule change to open and view the request.



Once submitted, you can monitor the process of your request.

- a. **A checkmark by Academic Review** means your advising group has approved the form.
- b. **A checkmark by the Registrar Review** means by the Office of the University Registrar has completed the request and made the necessary changes.



If you change your mind after form submission, you can login back in, locate and cancel the request prior to the **Registrar Review**. To identify what the current status of your submission, look under **Current Status**. If it is does not say **Registrar Review**, then click the **Cancel** button. If in Registrar Review, contact the Registrar's Office.

