

Late Section and Credit Hour Change (Previously named: Late Registration Changes)

Use this form to change sections and credit hours after the last day to add 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 to completing this 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. **Attachments** – Attach any documentation using the **Attach (Paperclip)** item on the menu bar.
4. **Add Course** – The right side of the form displays textboxes to complete.

The screenshot shows a web browser window with the URL 'https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/'. The page title is 'Late Registration Changes 9079'. The form includes the following fields and buttons:

- Student Name:** Text input field with a red callout '1'.
- Student Number:** Text input field.
- Career:** Radio buttons for Undergraduate, Graduate, Law, Medicine, Veterinary Medicine, and Professional.
- Term:** Dropdown menu with a red callout '2'.
- Reason for changes:** Text input field.
- Select your Academic Unit:** Dropdown menu with a checkbox for 'My academic unit is not listed/I am Undergraduate non-degree s'.
- Add Course *:** Button with a red callout '4'.
- Submit to Academic Unit:** Button.

5. You will need to locate myZou course information to complete this section.

- a. Login to myZou.
- b. Start with your myZou student center.
- c. Choose **Weekly Schedule**.

The screenshot shows a web browser window with the URL 'https://myzou.missouri.edu/Deadlines'. The page title is 'Deadlines'. The table below shows the following data:

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

At the bottom of the page, there are links for 'Weekly Schedule' and '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

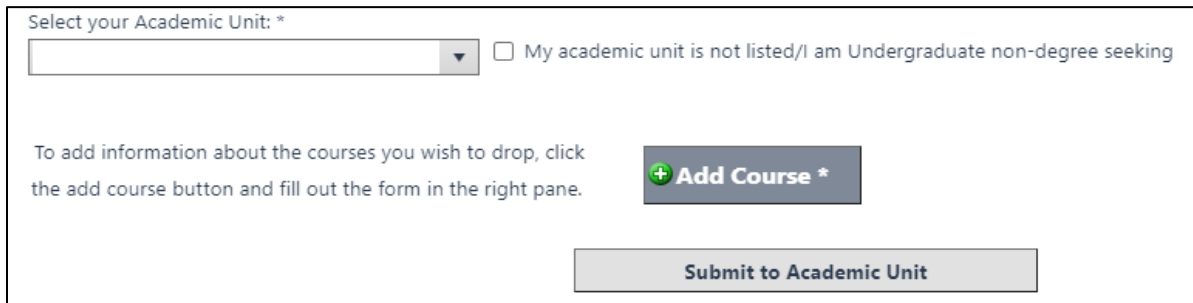
6. You will now go back to the **Late Section and Credit Hour Change** form to add your course(s). If you haven't clicked the **Add Course** button, do so at this time.

Add your course information for the course you would like to drop/withdraw from your current schedule.

1. **Subject Area** – As listed on the course you are currently enrolled in.
2. **Catalog Number** – As listed on the course you are currently enrolled in.
3. **Section From** – As listed on the course you are currently enrolled in.
4. **Section To** – The section number you are switching to. Information comes from class search in myZou.
5. **Class Number From:** As listed on the course you are currently enrolled in.
6. **Class Number To:** The class number you are switching to. Information comes from class search in myZou.
7. **Units From:** As listed on the course you are currently enrolled in.
8. **Units To:** Credit hours for section you are switching to.
Note: **Units To** should be the same as **Units From**. The only time the credit hours would be different is if the enrollment is for a variable credit course and you are increasing/decreasing credit hours.
9. **Permission Number:** Late section and credit hour changes can require a permission number. Obtain the permission number and enter it prior to submitting this form.
10. **Save Course:** Click to save course. If you need to add another course, click on **Add Another Course**.
Note: If making a section or credit hour change for another course in the same term, then prior to saving the course, you can add another course by choosing the **Add Another Course** button. A new screen will pop up like the one listed below to add this course information.

1	Subject Area: *	<input type="text" value="AMS"/>
2	Catalog Number: *	<input type="text" value="3310"/>
3	Section From:	<input type="text" value="01"/>
4	Section To:	<input type="text" value="02"/>
5	Class Number From: *	<input type="text" value="65281"/>
6	Class Number To: *	<input type="text" value="65282"/>
7	Units From:	<input type="text" value="3"/>
8	Units To:	<input type="text" value="3"/>
9	Permission Number (if required):	<input type="text" value="123456789"/>
10	<input type="button" value="Save Course"/>	

7. 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.



Select your Academic Unit: *

My academic unit is not listed/I am Undergraduate non-degree seeking

To add information about the courses you wish to drop, click the add course button and fill out the form in the right pane.

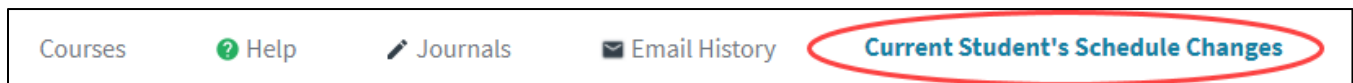
[+ Add Course *](#)

[Submit to Academic Unit](#)

8. 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.



[Courses](#) [? Help](#) [Journals](#) [Email History](#) [Current Student's Schedule Changes](#)

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

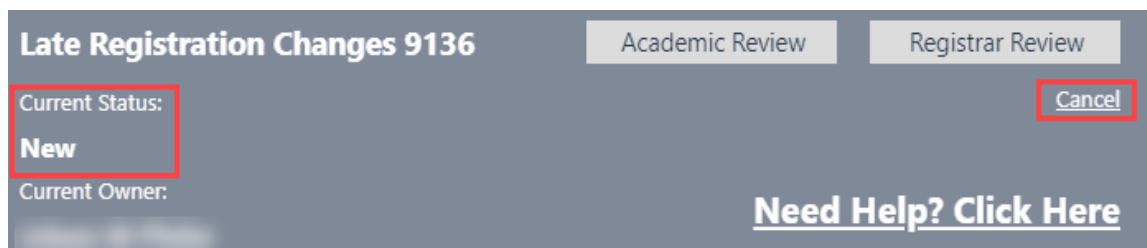
- A checkmark by Academic Review** means your advising group has approved the form.
- A checkmark by the Registrar Review** means by the Office of the University Registrar has completed the request and made the necessary changes.



Late Registration Changes 9136 [Academic Review](#) [Registrar Review](#)

Current Status: [Cancel](#)

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.



Late Registration Changes 9136 [Academic Review](#) [Registrar Review](#)

Current Status: **New** [Cancel](#)

Current Owner:

[Need Help? Click Here](#)