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.

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

![Select Display Option](image)

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

![My Class Schedule](image)

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.

![Class Schedule Filter Options](image)

g. myZou Course Information (myZou Student Center)

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

![Course Information](image)
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.
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.

![Form for selecting academic unit](image)

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.

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**Tip:** Once you submit the form and are submitting additional requests, you can click on the **Current Student’s 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.

![Current Student’s Schedule Changes](image)

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.

![Late Registration Changes 9136](image)

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](image)