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 to completing this form (see screen shot directly below):

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. **Select your Academic Unit** – From the drop-down menu, select your *Academic Unit.*
   
   **NOTE:** If you are an Undergraduate non-degree seeking, choose the box next to My academic unit is not listed/I am Undergraduate non-degree seeking.
4. **Add Course** – When you click on Add Course, a pop-up box will display, and you can select the applicable course.
5. **Attachments** – Attach any documentation using the **Attach (Paperclip)** item on the menu bar.

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6. Once you click on the **Add Course** button, select the applicable **Subject Area** from the menu:

7. **Select the Class you wish to add:**
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8. Class information will populate according to your selection. Late course additions can require a **Permission Number**. Please obtain the permission number and enter it prior to submitting this form.

9. **Submit Request** – Once you have entered the required information, you are ready to either submit your request, or add another course to the request.
   
   **NOTE:** If making a late course addition request for another course in the same term, prior to submitting the request, you can add another course by choosing the **Add Course** button. Repeat the process until all desired courses have been added.

10. **Delete Course** – If you add a course by mistake, you can use the **Delete Course** button to remove the course from the request.
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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.

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

1. A checkmark by **Academic Review** means your advising group has approved the form.
2. A checkmark by the **Registrar Review** means 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 log back in, locate and cancel the request prior to the **Registrar Review**. To identify the status of your submission, look under **Current Status**. If it does not say **Registrar Review**, then click the **Cancel** button. If in Registrar Review, contact the Registrar’s Office.