Late Section and Credit Hour Changes

Use this form to request section and credit hour changes 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 (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.

6. Once you click on the **Add Course** button, select the applicable course. For example, the course indicated by the red outline below has been selected:

7. The course will be added to the right side of the form, and the course information will auto populate.

The following are tips to assist in completing the course information. You will be required to enter **Section To**, **Class Number To**, and **Units To** per below:

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1. **Subject Area**– Auto populated as listed on the course you are currently enrolled in.
2. **Course Name** – Auto populated as listed on the course you are currently enrolled in.
3. **Catalog Number** – Auto populated as listed on the course you are currently enrolled in.
4. **Section From** – Auto populated as listed on the course you are currently enrolled in.
5. **Section To** – You will be **required** to enter the section number you are switching to. Information comes from class search in myZou.
6. **Class Number From** – Auto populated as listed on the course you are currently enrolled in.
7. **Class Number To** – You will be **required** to enter the class number you are switching to. Information comes from class search in myZou.
8. **Units From** – Auto populated as listed on the course you are currently enrolled in.
9. **Units To** – You will be **required** to enter 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.*
10. **Permission Number** - Late section and credit hour changes may require a permission number. Obtain the permission number and enter it prior to submitting this form.
11. **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 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 Course** *button. Repeat the process until all desired courses have been added.*
12. **Delete Course** – If you add a course by mistake, you can use the **Delete Course** button to remove the course from the request.

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.

📖 Courses   ❓ **Help**   📓 Journals   ✉ Email History   📅 Current Student's Schedule Changes

Once submitted, you can monitor the process of your request.
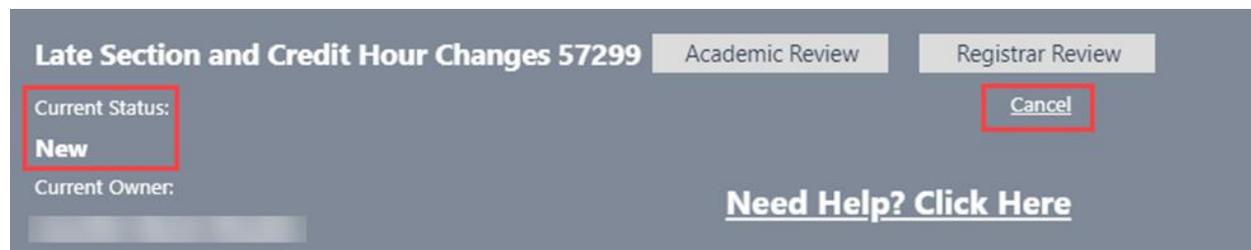
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1. A checkmark by **Academic Review** means your advising group has approved the form.
2. A checkmark by the **Registrar Review** means the Office of the University Registrar has completed the request and made the necessary changes.
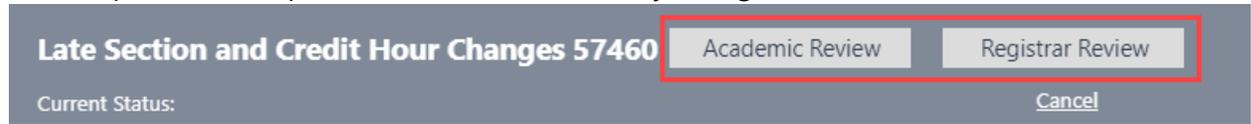
Late Section and Credit Hour Changes 57460   Academic Review   Registrar Review

Current Status: Cancel

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.

Late Section and Credit Hour Changes 57299   Academic Review   Registrar Review

Current Status: Cancel

New

Current Owner:

Need Help? Click Here