

Important Notes Regarding this Downloadable Add/Drop Form

- By submitting this Add/Drop form to the Department of Enrollment Services you are agreeing to the terms of the Statement of Financial Obligation shown below.
- If you would like a receipt for this transaction (which is highly recommended), make a photocopy of the form **after all signatures have been affixed**. Return both copies to the Department of Enrollment Services. Ask to have the Enrollment Services stamp affixed to the photocopy. Retain the photocopy for your records.
- For fee-tuition implications that may result from the submission of this form, consult the *Timetable* or the Department of Enrollment Services website: <http://www3.uwm.edu/des/>

STATEMENT OF FINANCIAL OBLIGATION:

I understand that the University of Wisconsin-Milwaukee will assign me to classes for which I have met prerequisites and/or have obtained departmental approval. I agree to pay full tuition for the courses in which I register by the published due date or to enter into an installment payment plan based on the dates and terms established by UWM. I further agree that the University may charge and I will pay late payment charges and/or interest at 1% per month (12% per year) on any unpaid University balance that is past due.

I further understand that if I decide not to attend, I must formally withdraw from classes online or via certified mail. Withdrawal fees are based on class session start dates and date of formal withdrawal, in accord with University of Wisconsin System policy as published in the UWM *Timetable*.

Failure to pay fees or enter a credit agreement by the due date as outlined above will result in cancellation of my registration and assessment of cancellation and late payment charges.



Add/Drop Form

▼ Start Here ▼

Campus ID Number

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Add - Drop - Swap - Change Credits or Grading Option

Use PAWS: To add, drop, swap classes, change number of credits or grading option through deadlines published in the *Timetable*. **Use PAWS to change your address.**

Use this form: To add, drop, swap classes, change credits or grading option AFTER PUBLISHED DEADLINES; or obtain permission to override prerequisites or closed courses anytime. **Return to Mellencamp Hall, Room 274.**

Semester and Year:

Fall _____ Spring _____

UWinterIM _____ Summer _____

Name _____

Last First M.I.

Student Signature X _____

Mailing Address _____

(Required to process this form. Signature indicates agreement to Statement of Financial Obligation on reverse side of this form)

City _____ State _____ ZIP _____

Home Phone _____ Bus. Phone _____

Enrollment Request 1

Indicate Subject Name, 3-digit Catalog Number, 3-digit Component Number(s)
AND 4- or 5-digit Class Number

- Enroll (Add)
- Drop
- Change Grading Option
- Change Credit Value

Subject Name: (e.g. Bus Adm) _____

3-digit Catalog Number

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- Special Grading Option (Ignore if you want a grade)**
- Audit
 - Credit/No Credit (No grade)

- Change to New Grading Option**
- To Audit
 - To Credit/No Credit (No Grade)
 - To Graded

To change the grading option or credit amount for a course you already have, check "Change Grading Option" or "Change Credit Value" and indicate **new** values.

Components

3-digit LEC, FLD, IND or SEM Number	3-digit DIS Number	3-digit LAB Number	Credit Value												
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Instructor/Department Approval (guarantees admission to class)

Date:

Enrollment Request 2

Indicate Subject Name, 3-digit Catalog Number, 3-digit Component Number(s)
AND 4- or 5-digit Class Number

- Enroll (Add)
- Drop
- Change Grading Option
- Change Credit Value

Subject Name: (e.g. Bus Adm) _____

3-digit Catalog Number

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- Special Grading Option (Ignore if you want a grade)**
- Audit
 - Credit/No Credit (No grade)

- Change to New Grading Option**
- To Audit
 - To Credit/No Credit (No Grade)
 - To Graded

To change the grading option or credit amount for a course you already have, check "Change Grading Option" or "Change Credit Value" and indicate **new** values.

Components

3-digit LEC, FLD, IND or SEM Number	3-digit DIS Number	3-digit LAB Number	Credit Value												
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Instructor/Department Approval (guarantees admission to class)

Date:

School/College Approval (when required for "Credit Overloads" or changes made after published deadlines in the *Timetable*)

Date:

Office Use Only