

Name \_\_\_\_\_ UW Student # \_\_\_\_\_  
 Address \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
 Telephone \_\_\_\_\_ Qtr./Yr. \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Your signature is a requirement for processing all transactions.

**There is a single daily charge of \$20 for quarter changes made beginning the 8<sup>th</sup> calendar day of the quarter.** These fees are paid at the UWB Cashier's Office, UW1. Fees are due in the Cashier's Office after the transaction is processed but you are allowed seven working days before a **HOLD** is placed on your record. During the last week of the quarter, fees are due the next working day.

1. **AUDIT GRADING:** Changes from credit to audit or from audit back to credit grading may be made only through the end of the second week of the quarter. **YOUR INSTRUCTOR'S PERMISSION IS REQUIRED TO AUDIT. SOME DEPARTMENTS DO NOT ALLOW AUDITORS IN THE CLASSROOM. Please check the Time Schedule** for the latest information.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	INDICATE WITH √ CHANGE TO AUDIT

I certify that the instructor has approved this change to Audit.

\_\_\_\_\_  
 Student Signature

2. **SATISFACTORY/NON-SATISFACTORY GRADING:** (also can be done on MyUW) Changes to or from S/NS grading may only be made through the end of the seventh week of the quarter. For Undergraduates, **a course in which an "S" is earned may ONLY be use to satisfy general elective requirements.** Graduate students, with the approval of the Graduate Program Adviser or Supervisory Committee Chairperson, may elect to be graded S/NS in any numerically graded course.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	INDICATE WITH √ CHANGE TO S/NS

3. **TIME CONFLICTS BETWEEN COURSES:** Course conflicts that **exceed** one (1) hour per week require the signatures of all instructors teaching the courses with conflicting meeting times. For course conflicts that are **less than** one (1) hour only verbal permission is required.

	SLN	DEPT.	COURSE NUMBER	SEC	# OF CREDITS	ENTRY CODE	√ WHICH TO ADD	TIME CONFLICT IN MINUTES/WEEK IS:
COURSE 1								MINUTES
COURSE 2								

COURSE 1: \_\_\_\_\_ INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE 1: \_\_\_\_\_ INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Registration Transaction B

4. **CHANGES IN VARIABLE CREDITS:** Beginning the third week of the quarter, the signature of the instructor teaching the course is required to either increase or decrease the number of variable credits. Changes are allowed until the last day of instruction each quarter.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS BEFORE CHANGE	NUMBER OF CREDITS AFTER CHANGE

COURSE: \_\_\_\_\_ INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

5. **COURSE DROPPED IN ERROR:** Courses accidentally dropped before the third week of the quarter, **MUST** be re-added on **MyUW**. If a course is accidentally dropped after the beginning of the third week of the quarter, you may request to have the course re-added and the W removed from your record. The course will be re-added by the Office of the Registrar only if your request is made within three (3) working days of the drop. You will be charged the (1) \$20 charge fee for the drop, but are not charged an additional \$20 fee to have the course re-added on a different day.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY or FACULTY CODE (if required)

**Staff:** Re-add course. Remove W and one \$20 fee.

6. **DROP DUPLICATE SECTION:** If you accidentally add the same course (same SLN) twice (i.e. with the same instructor) on MyUW you may request to have the extra course dropped by the Office of the Registrar. You will be charged one (1) \$20 change fee for the drop beginning second week of the quarter. **A duplicate course (with a different instructor) dropped after the second week of the quarter will count as your one annual drop for the academic year.**

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	DROP CODE (if required)

**Staff:** Transaction backdated to last day of Unrestricted Drop Period? (End of 2<sup>nd</sup> Week of Qtr)

7. **SECTION CHANGE:** A change from one section to another must be done on MyUW through the second week of the quarter. Beginning the third week of the quarter, you may request to have the section changed by the Office of the Registrar. An Entry Code is required for all section changes beginning the second week of the quarter.

	SLN	DEPT	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY CODE
DROP						
ADD						