

## Registration Transaction

Name \_\_\_\_\_ UW Student # \_\_\_\_\_

Email Address \_\_\_\_\_ Quarter/Year \_\_\_\_\_

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. 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.

**TIME CONFLICTS BETWEEN COURSES:** Course conflicts that **exceed** one (1) hour per week require the signature of all instructors teaching the courses with conflicting meeting times. For course conflicts that are **equal to or less than** one (1) hour only verbal permission is required. **If time conflict is for a section that includes a lab, quiz or joint lecture section, please include those SLNs below as well.**

	SLN	DEPT.	COURSE NUMBER	SEC	# OF CREDITS	ENTRY CODE	√ WHICH TO ADD
COURSE 1.....							
COURSE 2.....							
JOINT SECTION.....							
JOINT SECTION.....							

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

COURSE 2: \_\_\_\_\_ INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**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: \_\_\_\_\_

**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						

**Staff:** Remove W if necessary

**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

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**DROP LAB SECTION:** During the 15th through the 49th calendar day of the quarter, you can drop two courses that are officially linked through MyUW. Some courses, however, have a lab that is not officially linked to the lecture. You can request that the lab or lecture section be dropped by the Registration Office after the primary section has been dropped through MyUW. A "W" will post for both courses and one \$20 fee will be charged.

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

**Staff:** Remove 2<sup>nd</sup> \$20 fee if necessary

**CROSS CAMPUS ENROLLMENT:** Registration is available for UW Seattle or UW Tacoma courses through MyUW beginning Registration Period 2. If you are not able to register via MyUW because you do not meet minimum cross-campus registration restrictions, complete the section below and submit to the Office of the Registrar for approval.

Are you an F-1 Visa student?      Yes      No

**Reason for Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY CODE

**INTERNATIONAL STUDENTS- DROP COURSE:** To be considered full-time students, undergraduate students must remain enrolled for at least 12 credits and graduate students must remain enrolled for at least 10 credits. During the first 7 calendar days of the quarter, courses can only be added or dropped through MyUW. Starting the 8th calendar day of the quarter, you may complete this form to drop a course. Be aware that **you may still owe tuition:** <https://www.uwb.edu/tuition/withdrawals-and-forfeitures>. **The signature of an International Student Services (ISS) adviser is required only if you will be going below full-time status.**

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

**I certify that the student is eligible to drop a course.**

\_\_\_\_\_  
 International Student Advisor  
 Signature

**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.