

Petition for Late Registration Change

Date: _____

From: Student Name _____ UCID _____

Major(s) _____ Adviser _____

Quarter _____ Year _____ Check if graduating this quarter

For how many courses are you currently enrolled? _____

If your petition is approved, in how many courses do you wish to be enrolled? _____

Courses to Add - Attach signed consent forms. Petitions to add courses without completed consent forms will not be accepted.

Make a copy of the forms for your records. Please fill out the petition completely and write legibly. Note that if you are currently enrolled in 5 courses, you will also need to indicate below the courses you would like to drop.

EXAMPLE:

<i>BIOS</i>	<i>20181</i>	<i>00</i>	<i>03</i>
<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Activity Number</i>
<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Activity Number</i>
<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Activity Number</i>

Courses to Drop

<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Activity Number</i>
<i>Course Abbreviation</i>	<i>Course Number</i>	<i>Section Number</i>	<i>Activity Number</i>

Reason(s) for request(s) (You must include a reason, or we cannot complete your request.):

I have read page 2 of this document:

Signature _____ Date _____

You will be notified by email of the action taken. Once notified, please confirm the changes to your registration in my.uchicago.edu

For Office Use: Approved _____ Denied _____ Comments: _____



Late Registration Changes (after the 3rd week of the quarter)

Late Course Adds

To request a late course add, fill out the form on the reverse of this sheet, attach signed consent forms and submit it to the College Academic and Student Services Office via email (casso@uchicago.edu). **Petitions to add courses without completed consent forms will not be accepted.**

Courses will be added if a student presents signed consent forms *and* gives a reason for not submitting them to the registrar's office by the Friday of 3rd week deadline.

If approved, all current-quarter late adds will incur a late registration change fee of \$50, which will be added to the bursar bill. The fee for a prior-quarter late registration change is \$150.

Late Course Drops

Courses will be dropped only in the event of a *registration error*. This means that you registered for the course by accident and have never attended the course. If you *have* been attending the course, see the below section titled "Withdraws."

To request a late drop, fill out the form on the reverse of this sheet and submit it to the College Academic and Student Services Office via email (casso@uchicago.edu). To determine whether a student is, in fact, registered in error, we will write to the instructor and ascertain that the student has neither attended the course nor submitted any work.

If approved, current-quarter late drops will incur a late registration change fee of \$50, which will be added to the bursar bill. The fee for a prior-quarter late registration change is \$150.

Withdrawals

If a student does not wish to complete a course, but has been attending the course or has submitted work, the student should request a grade of "W". Students who wish to exercise this option must request a W from their adviser in writing by 5 p.m. the Monday of the ninth week of instruction or the day before the final project/exam is due, whichever is earlier. The "W" grade will be recorded on the student's transcript. For more information on Withdrawals, see the Grades section of the College catalog at:

<http://collegecatalog.uchicago.edu/thecollege/takingcourses/> .

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