

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 Advising Office via email (collegeadvising@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 Advising Office via email (collegeadvising@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 not been attending the course and has not 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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