

LATE ADD PETITION FOR ONE COURSE

Check sheet

I have...

- Read and understand the **guidelines** and **fees** section listed on the back of the form,
- Obtained permission and proper signatures to late add the course,
- Attached my letter of petition to late add the class as well as,
- Attached supporting documentation (if needed),
- Obtain an entry or faculty code (if needed, see Guideline 7 & 8),
- Signed and dated my form.

LATE ADD PETITION FOR ONE COURSE

Last Name, First Name & Middle Initial

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Student ID Number Phone Number with Area Code (between 8 a.m. & 5 p.m.)

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Class Standing (1,2,3,4, Post Bac, Grad, Professional, Non-Matric)

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SUBMIT PETITION TO:
University of Washington, Bothell
Office of the Registrar, UW1 160
Campus Box 358500
18115 Campus Way NE
Bothell, WA 98011-8246

Quarter/Year Requested _____/____ (Required)

Course to be added:

SLN	DEPT	COURSE NUMBER	SECTION	NUMBER OF CREDITS	ENTRY/FACULTY CODE*

**Refer to Guidelines 7 and 8 to see if an entry code or a faculty ID number is required.*

REQUIRED SIGNATURES SECTION

University personnel should be aware that course credits added after the tenth class day of the quarter are not reported to the State of Washington. This can affect the state funding of the department and the University of Washington. This course will not be added if it causes course enrollment to exceed 100% of the room capacity or if the instructor does not recommend the late add.

I have reviewed the Guidelines on the back of this petition. The details and specific circumstances supporting my request for a late course add are on the attached sheets. **I HAVE READ AND UNDERSTAND THE GUIDELINES.**

Student's Signature

Date Late Add Petition Submitted

I have read the student's petition and
 recommend
 do not recommend
a late add of this course.

I have read the student's petition and
 recommend
 do not recommend
a late add of this course.

Instructor's Signature Dept.

Department Chair or Designee's Signature Dept.

Phone # Date Signed

Phone # Date Signed

Space Reserved for Late Add Review Board Decision

Petition is: **Granted** **Denied**

Room #: _____ Room Capacity: _____ Current Enrollment: _____

Board Representative's Signature _____ Date _____

See the reverse side for Late Add guidelines and fees

GUIDELINES

1. This is a petition to add a course later than the “Last Day to Add” deadline in the current quarter. If you believe that you have extenuating circumstances that warrant consideration to add a course after the published deadline, attach a typed or *legible* handwritten paragraph along with supporting documentation outlining in detail your reasons. Statements submitted by departments in support of your petition must be on University or departmental letterhead and include pertinent dates as well as specifics of your situation. **REQUESTS SUBMITTED WITHOUT AN ATTACHED PARAGRAPH DETAILING THE REASONS FOR YOUR PETITION ARE AUTOMATICALLY DENIED.**
2. You should know that for reasons of public safety and instructional quality, course registration is limited to the approved classroom capacity (100%) after the last day to register on MyUW each quarter.
3. Submit your completed petition with BOTH the instructor and chair signatures and supporting documentation to the UWB Office of the Registrar, Room UW1 160. **Requests submitted without all signatures, including your own, will be denied.**
4. Check your schedule via MyUW one to two working days after your petition is submitted to see if your class has been added. If your request has been processed, check your new tuition balance on MyUW. (See FEES below for payment schedule.)
5. If the course has not been added, you may call the UWB Office of the Registrar at (425) 352-5240 to check the status of your petition.
6. Only under rare circumstances will a late add petition be considered after the Late Course Drop Period.
7. If a class does not normally require an ENTRY code, it may be omitted from the late add petition. If the Time Schedule indicates that an ENTRY code is required to add a class, please obtain the code from the respective department and enter it on the front of this form.
8. **ALL INDEPENDENT STUDY COURSES REQUIRE A FACULTY ID NUMBER. IF THIS NUMBER IS MISSING, THE COURSE CANNOT BE ADDED. ALL VARIABLE CREDIT COURSES REQUIRE THE NUMBER OF CREDITS TO BE LISTED ON THIS FORM.**
9. If you are requesting a **section change**, an ENTRY code for the new section is sufficient. It is not necessary to also obtain the signatures from the instructor and the department chair.

FEES: CHECK THE UW WEB PAGE FOR SPECIFIC TUITION GUIDELINES

1. You must pay the \$20.00 change fee **and** any additional tuition that may be due at the UWB Cashier’s Office, Room UW1 176 no later than 1-3 calendar days after the course is added. *During the last week of the quarter, fees are due the next day.* If the appropriate fees are not paid, your student account is subject to additional late fees and a hold may be placed on your registration.
2. If you have not yet registered for the quarter and are using the Late Add Petition to add your course(s), you will be charged a \$75 late registration fee instead of the \$20.00 change fee plus all applicable tuition.
3. **Pay owed amounts ASAP.**