UNIVERSITY OF WASHINGTON

LATE ADD PETITION FOR ONE COURSE

Name (LAST, FIRST & INITIAL)	Submit or mail to: __ (current quarter) Registration, 225 Schmitz Hall __(Prior Quarter) GARS, 264 Schmitz Hall
Daytime Phone Number	Student ID Number
EMAIL ADDRESS	

COURSE TO BE ADDED

SLN	DEPT	COURSE #	SECTION	CREDITS	ENTRY/FACULTY CODE*
QTR/YEAR REQUESTED /		INSTRUCTOR'S NAME (printed)		*ALL LATE ADD PETITIONS REQUIRE AN ENTRY/FACULTY CODE	

REQUIRED SIGNATURES
University personnel should be aware that course credits added after the tenth class day of the quarter are not reported 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 115%of room capacity or if the instructor or chair 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.

Student's Signature _____Date _____
I have read the student's petition and ( ) recommend ( ) do not recommend a late add of this course.

Instructor's Signature_____ Print name_____

Phone_____ Box# _____Date Signed _____
I have read the student's petition and ( ) recommend ( ) do not recommend a late add of this course.

Dept. Chair or Designee's Signature _____Print Name_____
Box# _____Date Signed _____

FOR OFFICE USE ONLY
Petition is : Granted___ Not granted___ Room Capacity_____   Current Enrollment_____
Reason_____
Registration staff signature _____Printed name_____ Date_____

Revised 5/2022

UNIVERSITY OF WASHINGTON

OFFICE OF THE REGISTRAR

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 you have extenuating circumstances that warrant consideration to add a course after the published deadline, attach a typed or legible handwritten paragraph outlining in detail your reasons. Statements submitted by department support of your petition must be on university or departmental letterhead and include pertinent dates
as specifics of your situation. Requests submitted without an attached paragraph detailing the reason for your petition are automatically denied.
2. 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 Registration office, 225 Schmitz Hall. Requests submitted without all signatures, including your own, will be denied.
4. Access MyUW 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.
5. If the course has not been added, you may call the Registration Office at 543-8580 to check the status of your petition.
6. 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.

Tuition and fees Check
 Check this UW web page for specific tuition guidelines - www.washington.edu/students/sfs/sao/tuition/
1. You must pay the $20.00 change fee and any additional tuition that may be due at the Student Fiscal Services Office in 129 Schmitz 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.
2. If you have not yet registered for the quarter and are using the Late Add Petition to add your courses, you will be charged a $75 ate registration fee (plus all applicable tuition) instead of the $20 change fee.

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