



This form may be submitted by fax, email or in person.  
Registration Office, 2nd Floor, Schmitz Hall  
regoff@uw.edu PH: (206) 543-8580 FAX: (206) 616-3222

# Registration Transaction Form

**FEES:** There is a single daily charge of \$20 for schedule changes made beginning the 8th calendar day of the quarter. These fees are added to your tuition statement. They can be paid after the transaction is processed via MyUW or in person at the Student Fiscal Services Office, 129 Schmitz Hall. A 7 calendar-day grace period is given before a hold is placed on your record. During the last week of the quarter, fees are due the next business day.

STUDENT INFORMATION			
NAME » LAST		MIDDLE	FIRST
UW STUDENT NUMBER	UW EMAIL	QUARTER	YEAR

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 1. TIME CONFLICTS BETWEEN COURSES

Course conflicts that exceed one hour per week require the signatures of all instructors teaching the courses with conflicting meeting times. If under one hour per week, please provide your initials to verify you received instructor permission.

\_\_\_\_\_ (Student Initials) I have received permission to attend my classes despite the less than 1 hour a week overlap.

Instructor Name (Printed) \_\_\_\_\_

Instructor Signature (If overlap is more than 1 hour) \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name (Printed) \_\_\_\_\_

Instructor Signature (If overlap is more than 1 hour) \_\_\_\_\_ Date \_\_\_\_\_

		SLN	DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	ENTRY CODE (if required)
1st course (on schedule)	LECTURE:						
	LAB/QUIZ:						
2nd course (to be added)	LECTURE:						
	LAB/QUIZ:						

## 2. AUDIT GRADING

Changes from credit to audit grading or from audit back to credit may be made only through the end of the 14th calendar day of the quarter. Please ask your instructor for permission as some departments do not allow auditors in the classroom.

\_\_\_\_\_ (Student Initials) I have received permission to audit this course.

SLN	DEPARTMENT	COURSE NUMBER	SECTION

## 3. CHANGES IN VARIABLE CREDITS

Starting the 21st calendar day of the quarter, the signature of the instructor teaching a course is required to either increase or decrease the number of credits earned for that course. Changes are allowed until the last day of instruction each quarter.

Instructor Name (Printed) \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

SLN	DEPARTMENT	COURSE NUMBER	SECTION	CURRENT COURSE	FINAL COURSE

#### 4. SECTION CHANGE

A change from one section to another must be done via MyUW through the 14th calendar day of the quarter. Starting the 15th calendar day, you may complete this field to change sections. An entry code is required for the section you want to add.

		SLN	DEPARTMENT	COURSE NUMBER	SECTION	CREDITS	ENTRY CODE <i>(required for add)</i>
Section to <b>DROP</b>	LECTURE:						X
	LAB/QUIZ:						
Section to <b>ADD</b>	LECTURE:						
	LAB/QUIZ:						

#### 5. COURSE DROPPED IN ERROR

Courses accidentally dropped during Registration Period 1 through the 14th calendar day of the quarter must be re-added through MyUW. If you accidentally drop a course on MyUW the 15th calendar day of the quarter through the 49th calendar day of the quarter, the Registration Office can re-add the course within 3 business days of the drop. You will be charged the \$20 fee for the original drop, but not for the re-add.

SLN	DEPARTMENT	COURSE NUMBER	SECTION	CREDITS

#### 6. CROSS-CAMPUS REGISTRATION

Registration is available for UW Bothell 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 this field and submit the completed form to the Registration Office Supervisor. **Entry codes are required for all Cross Campus Registration Requests.**

CAMPUS	SLN	DEPARTMENT	COURSE NUMBER	SECTION	ENTRY CODE <i>(required)</i>