

- **College of Arts & Media majors are required to submit a petition to the Advising/Dean's Office for any Late Add requests after Census Date (12th day of classes, last day to add/drop for the semester).**
(Students majoring in other Schools/Colleges should check with their advisor for drop dates and policies.)
- **Late Add Petitions submitted after Census Date (12th day of classes, last day to add/drop for the semester) must include documentation of circumstances outside the student's control (e.g. change in work hours, death in family, etc.)**
- It is important for Colorado residents to be aware that if students add a course(s) after census date (drop/add deadline for the semester) that the College Opportunity Fund (COF) hours may not be applied and students may be responsible for the difference in tuition. It is very important for students to maintain a record of your COF lifetime hours. If you have questions or concerns about COF, please contact UC Denver Bursar's Office at (303) 556-2710 or via email at bursar@ucdenver.edu.
- **Wait-Listed Courses**
 - Through the first week of classes, students may elect to be waitlisted for a closed course. While on the waitlist, students will be administratively added to the class only when a vacancy occurs. Faculty are not allowed to override the waitlist until Week 2 of classes.
 - **Beginning the second week of classes, those students remaining on the waitlist will be administratively dropped.**
 - Students should attend the class until they can verify their enrolled status (course listed as "enrolled" on their schedule as of Census Date).
 - Students must officially add classes no later than the 12th day deadline, and are responsible for ensuring proper registration procedures.
 - Waitlisted students are financially responsible for the class and will have their tuition refunded if the faculty is unable to accommodate them.
 - Complete waitlist info available at www.cudenver.edu/cam/advising > Forms/How To > Waitlist Info.
- **Please consult the UCD website, official catalog and student handbooks for complete requirements and policies.**

Deadlines and Procedures for Adding Courses for CAM majors – FALL/SPRING semester	
First day of student's assigned registration date through 5 th day of classes	<ul style="list-style-type: none"> • Students may add courses using SMART and/or manual registration (Schedule Adjustment Form – SAF); • Students may add themselves to a waitlist using SMART or SAF; • Faculty override of waitlist using SAF not allowed.
6 th day – 8 th day of classes	<ul style="list-style-type: none"> • Students may add courses using SMART and/or manual registration; • Students may NOT add themselves to a waitlist; • Faculty signature required on SAF.
9 th day – Census Date (12 th day of classes)	<ul style="list-style-type: none"> • Students may add courses using manual registration (SAF) only; • Students may NOT add themselves to a waitlist. • Faculty signature required on SAF.
after Census Date (12 th day of classes)	<ul style="list-style-type: none"> • Students must submit completed Late Add Petition Form and include all required documentation (per instructions on form); • Faculty and Advising/Dean's level signature required on SAF (in conjunction with petition form).

- Dates are for full-semester, 16-week courses (Fall/Spring semesters). Exact dates for a particular semester or term are provided by the UCD Registrar: www.cudenver.edu > Registrar/SMART.
- Students should consult the CAM Advising Office (ARTS 177) for Summer semester deadlines.
- Drop deadlines for courses not starting at the beginning of the semester may vary; see Academic Calendar.

Disenrollment: Students who fail to make financial arrangements for tuition and fees by the posted deadline(s) may be administratively withdrawn from all courses. Students will be notified through their University email account about their disenrollment status. Students disenrolled for financial reasons must consult with the Bursar's office, and those students seeking financial aid must consult with the Financial Aid office in order to re-register as soon as possible. Disenrolled students must officially add classes no later than the 12th day deadline. Disenrolled students do not get registration priority when re-registering, and may have to waitlist or choose alternative courses if their original course selections are full.

Student Responsibilities

- Ensuring that his/her semester schedule is accurate, including add, drop, and waitlist adjustments, *before* Census Date.
- Knowing/following deadlines and policies relating to registration, payment, waitlisted courses, and course additions as outlined in the University catalog, the CAM Syllabus Addendum and the departmental Student Handbooks.
- Ensuring information is received at their University-assigned email address. It is expected that official email will be read in a timely fashion.
 NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.
- Taking all necessary steps to ensure removal of all academic, financial, or miscellaneous registration flags/stops that preclude registration.
- Completion and verification of financial aid status relating to registration.
- Communicating with faculty to meet the 12th day absolute deadline for course additions.
- Confirming that they have completed all pre-requisite coursework and requirements for the course.
- Maintenance of an accurate mailing (billing) address.
- Communicating with any third party (parents, scholarships, etc.) who may be paying for the student's registration.

<p>FOR OFFICE USE ONLY</p> <p>Date received in AR 177: _____</p> <p>Received by: _____</p>

- Name _____ Date _____
Please print clearly
- Student Number _____
- University-Assigned Email Address** _____
(Petition decision will be sent to your University email address - typically <firstname.lastname@email.cudenver.edu>)
NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

- List all courses for which a late add is requested:

Subject	Course Number	Section Number	Title
CHEM	1474	001	Chemistry for the Consumer

- STEPS FOR LATE ADD PETITION. All steps must be completed and initialed before a Late Add Petition is reviewed.**

_____ I have submitted a written statement (1-2 pages, typed and double spaced) that includes the following:
(Petitions that do not include all of the following information will not be reviewed):

- ◆ My complete contact information: name, student ID number, mailing address, University email, and phone.
- ◆ A *detailed* explanation of the circumstances beyond my control that prevented me from taking the proper action before Census Date.
 - *Consult the Writing Center as needed. Poorly written statements will be returned to student to re-write and then re-submit.*
- ◆ Identification of the specific course(s) for which the Late Add is requested.
 - Include course prefix(es), number(s) and title(s) (e.g. CHEM 1474-001 *Chemistry for the Consumer*).
- ◆ Full names of the instructor(s) for the course(s).
- ◆ An indication as to whether this is/was my first semester at UC Denver.
- ◆ Further explanation if the special circumstances did not affect all of my classes.

_____ I have attached documentation that verifies the circumstances beyond my control.
E.g. note(s) from instructor, medical provider, employer, financial aid, etc.

_____ I have obtained the instructor's written support of the Late Add, including their **signature and date** on a UCD Schedule Adjustment Form.
(Please note that the faculty support does not guarantee that a Late Add Petition will be approved.)

_____ I have attached a copy of the course syllabus for each course being petitioned.

_____ I have included the petition form, written statement, supporting documentation, syllabus/syllabi, and instructor-signed Schedule Adjustment Form.

_____ I understand that submission of this petition does not guarantee approval.

- By signing below, I confirm that I have read, understand, and meet the Late Add policies on the reverse side as well as the above listed statements.**

Student Signature: _____ Date: _____

- Petition decisions will be sent to the student's University-assigned email address.*

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Decision: _____
Advising Office/Associate Dean or Designee _____ Date _____