

## Late Class Adjustment

**Please print clearly.** \*Required information

STUDENT NAME*		
LAST / FAMILY / SURNAME(S)	FIRST / GIVEN NAME(S)	MIDDLE NAME(S)

UW-WHITWATER ID NUMBER*						

DATE OF BIRTH*								
MONTH (MM)			DAY (DD)			YEAR (YYYY)		

DAYTIME PHONE NUMBER*									

UW-WHITWATER E-MAIL ADDRESS*															
															@uww.edu

TERM (CHECK ONE)*			
<input type="checkbox"/> Fall	<input type="checkbox"/> Winterim	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

YEAR*
20__ __

ENROLLMENT STATUS (CHECK ONE)*	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate

### REQUESTED ENROLLMENT CHANGES (*Select Unit or Section/Course Change*):

**UNIT CHANGE** Current Units: \_\_\_\_\_ Increase/Decrease Units to: \_\_\_\_\_

CURRENT COURSE INFORMATION\*:

CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

**SECTION/COURSE CHANGE**

CURRENT COURSE INFORMATION\*:

CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

COURSE REQUESTING TO BE SWAPPED INTO\*:

CLASS NO. (4 DIGIT)	SUBJECT (E.G. ECON)	COURSE NO. (3 DIGIT)	SECTION	UNITS

**STUDENT SIGNATURE:** I request that my UW-Whitewater academic record be updated to include the class adjustment above. I understand that I am responsible for payment of any tuition and fee charges associated with this request.

**Student Signature\*** \_\_\_\_\_ **Date\*** \_\_\_\_\_

INSTRUCTOR SIGNATURE*	INSTRUCTOR NAME (PRINTED)*	DATE*

DEPARTMENT CHAIRPERSON SIGNATURE*	DEPARTMENT CHAIRPERSON NAME (PRINTED)*	DATE*

DEAN OF COURSE SIGNATURE*	DEAN OF COURSE NAME (PRINTED)*	DATE*

## **WINS LATE CLASS ADJUSTMENT PROCESSING GUIDELINES**

WINS Late Class Adjustments **WILL** be processed regardless of the following circumstances:

- **Class Capacity** restriction
- **Unsatisfied Requisites**
- **Department or Instructor Consent** restriction
- **Time Conflict** if the conflict is with a class that has a "W" grade or if the terms final grade rosters have opened.

WINS Late Class Adjustments **WILL NOT** be processed if any of the following apply:

- **Service Indicator (HOLD)** that blocks enrollment activity
- **Credit Overload** restriction without approval of Dean of major
- **Time Conflict** during current term without Time Conflict Authorization form

Students may use this form to request certain class-specific enrollment changes after published WINS self-service deadlines. The student should complete their section of the form and then submit the form to the instructor of the class. The instructor and department chairperson must sign and date the form, and the dean of the college of the course must approve, sign and date the form. If approved, the dean's office will forward the form to the Registrar's Office for processing.

This form will not override a WINS student registration hold. If a hold exists, the student must clear it with the appropriate office before the course change will be processed. After the student has verified that the hold has been removed, it is the student's responsibility to inform the appropriate person/office that the hold has been cleared and the course change form can be processed.

### **The WINS Late Class Adjustment Form is intended for the following purposes:**

- A **change in the unit value** for enrollment in a variable unit class offering. A unit increase may result in additional tuition/fee adjustments. A unit decrease will not automatically qualify the student for reduced tuition/fee adjustments or a refund of paid tuition.
- A **change of section of a course** in the same term. A section change will not result in additional tuition/fees unless there are special course fees associated with the added section.
- A **change of a course** in the same term. A course change will not result in additional tuition/fees unless there are special course fees associated with the added section. If students are swapping to a course in a different College, both signatures from both Deans are required.

All enrollment changes other than the ones cited above should be completed by the student using WINS self-service within published deadlines or through the UW-W Late Add and/or Late Drop processes.

*Return this form to the Registrar's Office.  
The day this form is received by Registrar personnel is the official date of the transaction.*