

COURSE ADD/CHANGE FORM

Revised Summer 2011

REGISTRATION CENTER – GRIZ CENTRAL

Courses added may result in additional fees

CHANGING GRADE OPTIONS ARE NOT PERMITTED AFTER THE FRIDAY BEFORE FINALS WEEK

(Circle one) Autumn Spring **Semester 20** _____

Student ID #

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Last Name

First Name

Middle Name

Student Signature

Phone

I have read and understand the information on the reverse side. Override Time Conflict

Advisor Signature (REQUIRED)

Recommended Not Recommended

Veterans: VA Coordinator Signature

(1000 E. Beckwith Ave.)

International Students: FSSS Director Signature

(Lommasson 219)

Read the policies and procedures on the reverse side of this form.

	Course Request Number	Subject	Course Number	Section Number	Credits	Grade Option	Instructor Signature (Required)	Date
Add						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
Link								
Section Change: Added Section						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
Dropped Section						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
Courses taken to meet General Education Requirements <i>MUST</i> be taken for a traditional letter grade.								
Change Grade Option						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
Change Variable Credit						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		

POLICIES AND PROCEDURES FOR THE ADD/CHANGE FORM:

Retain this form for your records! It is your proof of registration. All course information can be found in the class schedule on CyberBear. All personal and course information must be filled in before this form can be processed. Be sure that you have completed and signed the front page. Please refer below for any information regarding the functions of this form. The Registration Center's primary contact for inquires is UMConnect. Students should check their account often. **DEADLINES** can vary for Summer and Winter courses. Check CyberBear for the appropriate dates.

ADD – Students may add a course with this form. The student's advisor and instructor signatures are required. There is a \$10 processing fee.

LINK – Some courses require a linked section to complete registration. Students registering for courses that are linked must have the information for both course sections and the signatures from the instructors.

SECTION CHANGE – Students who register for the wrong section make changes using this form. Students must get instructor signatures from both sections. There is no processing fee.

CHANGE GRADE OPTION – After the 15th day of instruction, students may change the grade option for a course with the recommendation of their advisor and the approval of their instructor. Some courses may only be offered for either a traditional letter grade or for credit/no credit. Students should make sure the option is available with their instructor. Courses taken to meet General Education, Major or Minor requirements must be taken for a traditional letter grade. Students who wish to change their grade option must turn in the form by the Friday before finals week. There is no processing fee.

CHANGE VARIABLE CREDIT – Students may change courses with variable credits with both the advisor's and instructor's signatures. Additional credits may result in an increase in tuition and University fees. There is no processing fee.

OVERRIDE TIME CONFLICT – Students who register for courses that overlap in time must complete this form, sign it, and check the "Override Time Conflict" box. Instructor signature is not required. There is no processing fee.

By signing this form you agree to these terms. If you have questions regarding this form please go to the Registration Center at Griz Central in the Emma B Lommasson Center, email registration@umontana.edu, or call 406-243-6077.