

Return to: Office of the Registrar – 201 Lommasson

Do NOT use this form to drop your only remaining class. See registration office for semester withdrawal.

Summer 20____

Student ID #

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Last Name _____

First Name _____

Middle Name _____

Student Signature _____

Phone _____

 My signature indicates I have read and understand the policies on the reverse side. Override Time Conflict

Veterans: VETS Office Signature
 (1000 E. Beckwith Ave.)

International Students: FSSS Director Signature
 (Lommasson 219)

NCAA Athletes: Athletic Advisor Signature

	Course Request Number (CRN)	Subject	Course Number	Section Number	Credits	Grade Option	Instructor Signature (Required)	Date
Add						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
Link								
Courses taken to meet General Education Requirements <i>MUST</i> be taken for a traditional letter grade. Not all courses are eligible for Credit/No Credit option.								
Change Grade Option or Variable Credit						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		

Drop						<input type="checkbox"/> WP <input type="checkbox"/> WF	Did the student begin attending the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor's Signature _____							Date _____	
Instructor's Comments _____								
Dean's Signature (of student's major) _____							<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____	
<input type="checkbox"/> An accident/illness prevented me from meeting course requirements			<input type="checkbox"/> I received no evaluation of my performance before a drop deadline.			<input type="checkbox"/> A family/personal emergency prevented me from meeting course requirements		
<input type="checkbox"/>			<input type="checkbox"/> Employment schedule changed, preventing me from meeting course requirements					
						White Copy – registration counter		Yellow Copy - Student

POLICIES AND PROCEDURES FOR THE SUMMER OVERRIDE & ADD/CHANGE/DROP FORM:

Retain this form for your records! It is your proof of registration. Most course information can be found in the class schedule on CyberBear. Registration holds must be cleared before adding any courses. All course and personal information, including your signature, must be filled in before processing. The Registrar's Office primary contact for students is UMConnect email which should be checked often.

*Deadlines approach quickly for Summer courses due to the shortened length of the sessions.
Check www.umt.edu/registrar or the registration office for specific dates.*

ADD – Students may add a course with this form until the day before the final day of the session. Adds cannot be processed after the deadline unless accompanied by documentation that it is to correct an institutional error. The instructor's signature is required. Adding courses may result in an increase in tuition and University fees. A \$10 processing fee may be charged to the student's account.

CHANGE GRADE OPTION – Students may use this form to change certain courses to or from traditional or credit/no credit grade option with the instructor's signature until the day before the final day of the session. Some courses may *only* be offered for either a traditional letter grade or credit/no credit. Students should verify the option is available with the registration office. Courses taken to meet General Education, Major, or Minor requirements must be taken for a traditional letter grade. There is no processing fee.

CHANGE VARIABLE CREDIT – Students may change courses with variable credits using this form with the instructor's signature until the day before the final day of the session. Additional credits may result in an increase in tuition and University fees. There is no processing fee.

DROP – After the CyberBear drop function is disabled for the session, students may drop a course with this form until the day before the final day of the session. The instructor's signature is always required, while the Dean's signature is only required later in the term. Verify when the Dean's signature is required for a particular session at the registration office or online. There is no refund of tuition or University fees. A \$10 processing fee is charged to the student's account.

OVERRIDE TIME CONFLICT – Students who register for courses that overlap in time must complete this form and check the "Override Time Conflict" box. Instructor signature is not required if a time conflict is the only error preventing registration. There is no processing fee.

AUDITING CLASSES – Students who wish to change to or from the audit grade option should speak directly with the registration office. The timeframe to change to or from the audit option is extremely short and depends on the session. All regular tuition & fees apply.

By signing this form you agree to these terms. If you have questions, please go to the Office of the Registrar in 201 Lommasson, email registration@umontana.edu, or call 406-243-5600.