Dear Faculty & Staff,

Students may submit autumn 2023 course add, change, or drop requests **until 5 p.m. next Friday, December 8.**

Be sure to approve or deny all requests **no later than Monday, December 11.**

- **Check your Worklist today** to see if you have any pending requests. Login with your netID if prompted.

  If you encounter a single sign-on error or the link otherwise behaves badly, please try a private browser or clear the browser cache.

- If your Worklist contains student names, **they are waiting for you** to take action.

- Incomplete/pending requests cannot be processed after December 11 and will be closed by the Registrar's Office.

- If you encounter an error, please reply back to the notification email, or call us at 406-243-5600 as soon as possible to resolve the issue.

- If you handled the student's request another way (e.g. agreed to an Incomplete instead of drop, student changed their mind, student will instead change to credit/no credit grade mode, etc.), please deny the request and note the resolution in the denial text box.

- Requests route to instructors, proceed to academic advisers and specialty advisers (NCAA athletes, VA and military benefit recipients, F1 and J1 visa holders), deans where required, and finally to the Registrar's Office to process.

We sent the following reminder to all students enrolled in autumn semester 2023. You may also wish to announce this deadline to your students.

Thank you!
Office of the Registrar

Dear UM Students,

As we approach the end of the term, we want to remind you of an important deadline.

The deadline to request changes to your autumn 2023 registration (i.e. classes in progress) is **5 p.m. Friday, December 8.**

Submit Requests Immediately

Online requests submitted via CyberBear to add, change, or drop a course will close at 5 p.m. Friday, December 8. Submit your request sooner to avoid complications with grading and finals.

If you opt to use printable forms instead, they must be 100% complete and submitted to the Office of the Registrar by 5 p.m. that day.

Requests May Be Denied

Your request will take time to review and could be denied by your instructor, adviser, or dean, which may change your plan for finals.

Per University policy, students may only drop courses for exceptional circumstances at this point in the term. Be sure to discuss your request with your instructor, adviser, and dean immediately.

Check Your Student Email

Your UM student email is copied at each step of your request. If you submitted a request and have not yet received a confirmation email from the Registrar's Office that it has been approved and is ready to process, contact the last person who received your request.

Requests first route to your instructor, then adviser and specialty advisers (NCAA athletes, VA and military benefit recipients, F1 and J1 visa holders), to the dean where applicable, and finally to the Registrar's Office to process.

Final Approval

Requests must be approved by your instructor, adviser(s) and dean (where applicable) no later than Friday, December 8.

The Registrar's Office cannot process pending/incomplete requests after the deadline.

Need help? Chat with us from our webpage or give us a call Monday-Friday from 8 a.m. to 5 p.m. (Mountain Time).

Registration Change Procedures

Course Drop

- Require approval from your instructor, adviser, and dean of your major's school/college via online drop request or on a printable Course Drop Form.
- Your request to drop may require documented justification and may be denied by your instructor, adviser, or dean.
- Drops are recorded as either a WP (withdrawn while passing) or WF (withdrawn while failing), but do not impact your GPA.
- $20 late course drop fee applies per course.
- See below if you want to withdraw from all your courses.

Credit/No Credit Grade Option Change

- Require approval from your instructor and adviser(s) via online change request or on a printable Course Add/Change Form.
- Your request may be denied by your instructor or adviser(s).
- This option is not available for all courses. Check your syllabus or contact the Registrar's Office to verify eligibility.
- Changing to or from **audit is not an option.**

Course Add

- Require approval from your instructor and adviser(s) via online add request or on a printable Course Add/Change Form.
- Your request may be denied by your instructor or adviser(s).
- You are responsible for any additional tuition/fees affiliated with the additional credits.
- $20 late course add fee applies per course.

Credit Load Change for Variable Credit Course

- Require approval from your instructor and adviser(s) via online change request or on a printable Course Add/Change Form.
- Your request may be denied by your instructor or adviser(s).
- You are responsible for any additional tuition/fees affiliated with additional credits.

Semester Withdrawal

- To withdraw from all your courses, submit a Semester Withdrawal form.
- Ws will appear on your transcript, but do not impact your GPA.