

Dear Faculty & Staff,

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

Students may submit spring course add, change, or drop requests until 5 p.m. next Friday, May 5.

Be sure to approve or deny all requests no later than Monday, May 8. Incomplete/pending requests cannot be processed after this date.

Check today to see if you have any pending requests to avoid grading complications. Login with your netID here: <https://gzmidwfp.umt.edu:8443/wfmso/home/worklist.do>.

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

If you encounter an error, please reply back to the notification email, reply back to this email, send a direct email to registration@umontana.edu, 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 begin with 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.

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 spring 2023 registration (i.e. classes in progress) is **5 p.m. Friday, May 5.**

Submit Requests Immediately

Online requests submitted via CyberBear to add, change, or drop a course will close at 5 p.m. Friday, May 5. 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/or dean immediately.

Check Your Student Email

Your [UM student email](#) is copied at each step of your online 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, May 5.

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. (MST).

Registration Change Procedures

Course Drop

- Requires 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.
- \$10 late course drop fee applies per course.
- See below if you want to withdraw from all your courses.

Credit/No Credit Grade Option Change

- Requires 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

- Requires 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.
- \$10 late course add fee applies per course.

Credit Load Change for Variable Credit Course

- Requires 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.

Office of the Registrar

University of Montana - 32 Campus Drive

Missoula, Montana 59812 | 406-243-5600

registration@umontana.edu | www.umt.edu/registrar