

COURSE ADD/CHANGE FORM

Return to Registrar's Office- Aber Hall 623

ADDS & CHANGES ARE NOT PERMITTED AFTER THE LAST INSTRUCTIONAL DAY BEFORE FINALS WEEK

Read the policies/procedures below. Credits added may result in additional fees

In place of a physical signature, approval emails from a University email account can be attached to form

Student ID#	Last Name	First Name	Middle
7 9 0			
Academic Advisor Signature (REQUIRED)	Student Signature	Phone	
X	X	(_ _) _ _ - _ _ _	
Year of Change :	Semester :	Spring	Summer
			Fall

In place of a physical signature, approval emails from a University email account can be attached to form

Veterans: VETS Office Signature (1000 E. Beckwith Ave)	International Students: ISS Advisor Signature (International Center)	NCAA Athletes: Athletic Advisor Signature
X	X	X

	Course Request Number (CRN)	Subject	Course Number	Section Number	Credits	Grade Option	Instructor Signature or attached email (Required)	Date
<i>Example</i>	12345	ANTY	101H	08	3		<i>Dr. Smith</i>	
<i>Add</i>						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
<i>Link</i>								
<i>Section Change:</i> <i>Added Section</i>						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
<i>Courses taken to meet General Education Requirements MUST be taken for a traditional letter grade. Not all courses are eligible for Credit/No Credit option.</i>								
<i>Change Grade Option</i>						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		
<i>Change Variable Credit</i>						<input type="checkbox"/> Traditional <input type="checkbox"/> Credit/No Credit		

POLICIES AND PROCEDURES FOR THE COURSE ADD/CHANGE FORM:

- Retain this form for your records! It is your proof of registration. Course information can be found in the class search or your schedule on CyberBear. All course and personal information, including your signature, must be filled in before this form can be processed. The Registrar's Office primary contact for students is UMConnect email which should be checked often. Deadlines vary for Summer and special session courses. Check www.umt.edu/registrar for appropriate dates.
- Instructors and advisors are not obligated to approve any add or change. Permission to add or change a course is granted at their discretion and in compliance with academic policies and procedures.
- ADD – Students may add a course with this form through the *last instructional day* before finals. Adds cannot be processed after the deadline unless accompanied by documentation that it is to correct an institutional error. The student's advisor and instructor signatures are required. Post-baccalaureate and graduate students do not require an advisor's signature. Adding courses may result in an increase in tuition and University fees. A \$10 processing fee is charged to the student's account.
- 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 on this form.
- SECTION CHANGE – Students who need to switch sections of the same course use this form. Students must get signatures from both sections' instructors. An advisor's signature is not required for a section change. There is no processing fee.
- CHANGE GRADE OPTION – Students may use this form to change certain courses to or from traditional or credit/no credit grade option with the advisor's and instructor's signatures through the *last instructional day* before finals. Post-baccalaureate and graduate students do not require an advisor's signature. Some courses may only be offered for either a traditional letter grade or credit/no credit. Students should make sure the option is available with their instructor. Changing to or from the audit option is not permitted after the 15th day of instruction. 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 both the advisor's and instructor's signatures until the *last instructional day* before finals. Post-baccalaureate and graduate students do not require an advisor's signature. Additional credits may result in an increase in tuition and University fees. There is no processing fee.

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