

REGISTRATION TRANSACTION FORM

Student Name (Last, First, M. I.) _____

UNIVERSITY OF WASHINGTON
REGISTRATION OFFICE - Box 355850
225 SCHMITZ HALL 543-8580

UW Student Number _____ / _____ (1=winter 2=spring 3=summer 4=autumn)
Qtr/Year

ID MUST BE PRESENTED TO REQUEST IN PERSON CHANGES

STUDENT SIGNATURE _____ TODAY'S DATE _____ (both required)
Your signature is a requirement for processing all transactions. There is a \$20 fee charged for changes made beginning the eighth calendar day.

There is a single daily charge of \$20 for quarter changes made beginning the 8th calendar day of the quarter. These fees are paid at the Student Fiscal Services Office, 129 Schmitz Hall. Fees are due in the Student Fiscal Services Office after the transaction is processed but you are allowed seven working days before a hold is placed on your record. During the last week of the quarter, fees are due the next working day.

1. **AUDIT GRADING:** Changes from credit to audit or from audit back to credit grading may be made only through the end of the Unrestricted Drop Period. **SOME DEPARTMENTS DO NOT ALLOW AUDITORS IN THE CLASSROOM. Please check the WEB version of the Time Schedule** for the latest information.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	INDICATE WITH ✓ CHANGE TO AUDIT

I certify that the instructor has approved this change to Audit.

Student Signature

2. **TIME CONFLICTS BETWEEN COURSES:** Course conflicts that **exceed** one (1) hour per week require the signatures of all instructors teaching the courses with conflicting meeting times. For course conflicts that are **less than** one (1) hour only verbal permission is required.

SLN	DEPT.	COURSE NUMBER	SEC	CREDIT NUMBER	ENTRY CODE	INDICATE WITH ✓ WHICH TO ADD	THE WEEKLY AMOUNT OF TIME CONFLICT IN MINUTES:
COURSE 1							MINUTES
COURSE 2							

COURSE 1: _____ INSTRUCTOR'S SIGNATURE: _____ DATE: _____

COURSE 2: _____ INSTRUCTOR'S SIGNATURE: _____ DATE: _____

3. **CHANGES IN VARIABLE CREDITS:** Once the 10th day course list is printed for the quarter, the signature of the instructor teaching the course is required to either increase or decrease the number of variable credits. Changes are allowed until the last day of instruction each quarter.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS BEFORE CHANGE	NUMBER OF CREDITS AFTER CHANGE

COURSE: _____ INSTRUCTOR'S SIGNATURE: _____ DATE: _____

4. **SECTION CHANGE:** A change from one section to another must be done on MyUW through the Unrestricted Drop Period. During the Unrestricted Drop Period, you may request to have the section changed. An Entry Code is required beginning the 8th calendar day of the quarter.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS
DROP				
ADD				

TOTAL NUMBER OF CREDITS FOR THE QUARTER _____ STAFF INITIALS _____ date processed _____

5. **COURSE DROPPED IN ERROR:** Courses accidentally dropped during Registration Periods I through the Late Add Period MUST be re-added on MyUW. If you accidentally drop a course on MyUW after the Unrestricted Drop Period, you may request to have the W removed from your record after you have re-added the course on MyUW. During the Late Course Drop Period, the course will be re-added by the Registration Office if your request is made within three (3) working days of the drop. You will be charged the (1) \$20 change fee for the drop, but are not charged an additional \$20 fee to have the course re-added on a different day.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY or FACULTY CODE (if required)

Staff: Re-add course. Remove W and one \$20 fee.

6. **DROP DUPLICATE SECTION:** If you accidentally add the same course (same SLN) twice (i.e. with the same instructor) on MyUW you may request to have the extra course dropped by the Registration Office. You will be charged one (1) \$20 change fee for the drop beginning the first day of the Late Add Period or the 8th calendar day of the quarter. **A duplicate course (with a different instructor) dropped after the end of the Unrestricted Drop Period will count as your one annual drop for the academic year.**

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	DROP CODE (if required)

Staff: Transaction backdated to last day of Unrestricted Drop Period? (End of 2nd Week of Qtr)

7. **ADD DUE TO ESL REQUIREMENTS:** If due to your ESL requirement you are unable to add all of your courses on MyUW during Periods I and II, you may request to have the extra course(s) added. Your total credits may not exceed 23 credits after the additional course(s) have been added. If an entry code is required to add, obtain the code from the department offering the course before requesting the add to be processed. On the first day of Registration Period III, up to 30 credits may be added on MyUW.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY or FACULTY CODE (if required)

8. **ADDING AN "OUT OF QUARTER" COURSE:** Occasionally a student will need to take a course that will not be offered again before an expected graduation date. The **faculty code** of the person offering to teach the course **MUST BE INCLUDED** along with the three signatures indicated below.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	FACULTY CODE	STUDENT'S COLLEGE	STUDENT'S MAJOR	STUDENT'S CLASS STANDING

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

Students: Please indicate the reason for your request:

DEPARTMENTAL CHAIRMAN'S SIGNATURE: _____

DATE: _____

COLLEGE DEAN'S SIGNATURE: _____

DATE: _____

9. **DROP LAB SECTION:** During the Annual Drop Period, MyUW will allow a student to drop two courses that are officially linked. However, some courses have a lab that is not officially linked to the lecture. A student can request that the lab or lecture section be dropped by the Registration Office after one of the sections has been dropped. A W will post for both courses and one \$20 change fee will be charged.

SLN	DEPT.	COURSE NUMBER	SEC	NUMBER OF CREDITS	DROP CODE (if required)

Staff: Enter an A in OVER Column and remove ONE \$20 Fee if necessary.

TOTAL NUMBER OF CREDITS FOR THE QUARTER _____ STAFF INITIALS _____ date processed _____