

UNIVERSITY OF WASHINGTON

REGISTRATION OFFICE –
 225 SCHMITZ HALL, Box 355850
 543-8580 OR regoff@u.washington.edu
 or via fax to (206)616-3222

REGISTRATION TRANSACTION FORM

Student Name _____ UW Student Number _____

QTR _____ YEAR _____ Student email _____

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

Initial to certify instr. permission rec'd _____

Staff: action, X or @ in audit

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	NUMBER OF CREDITS	ENTRY CODE
Primary					
Secondary					
Primary					
Secondary					

**Initial to certify instr. permission rec'd _____*

Staff: A action, T in override

COURSE 1 INSTRUCTOR'S SIGNATURE (IF OVER 1 HOUR): _____ DATE: _____ PRINT NAME _____

COURSE 2: INSTRUCTOR'S SIGNATURE (IF OVER 1 HOUR): _____ DATE: _____ PRINT NAME _____

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

STAFF:C action, 2 digit # of credits

INST.SIGNATURE _____ DATE _____ PRINT NAME _____

Staff initials _____ Total number of credits for the quarter _____ Date processed _____

4. SECTION CHANGE: A change from one section to another must be done on My UW 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	ENTRY CODE
DROP PRI					
DROP SEC					
ADD PRI					
ADD SEC					

STAFF: D action, A action new SLN, entry code, backdate to 2nd week of qtr

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 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 \$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

STAFF: A action, backdate to drop date, X in override, X out dropped SLN on 610, cancel \$20 on 210 screen

6. 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 My UW.

SLN	DEPT	COURSE NUMBER	SEC	NUMBER OF CREDITS	ENTRY CODE

STAFF: A action, SLN

7. 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

STAFF: Enter A in OVER column, D drop and remove one \$20 fee if necessary.

8. CROSS CAMPUS REGISTRATION

CAMPUS 1 BOTHELL 2 TACOMA	SLN	DEPT / COURSE NUMBER	ENTRY CODE	ADVISER SIGNATURE	ADVISER PRINTED NAME

STAFF: Enter A in action, SLN

Staff initials _____ # of credits completed at UW Seattle _____ Current # of UW Seattle credits _____ # of credits at other campus _____

Associate Registrar signature (if required) _____

Staff initials _____ Total number of credits for the quarter _____ Date processed _____