W UNIVERSITY *of* WASHINGTON | TACOMA

REGISTRATION TRANSACTION REQUEST

PLEASE NOTE: You may be assessed late registration FEES, and course change FEES. Please see Tuition & Fees on our website for all service fees. These fees are added to your tuition statement and can be paid after the transaction is processed via Register.UW.

INSTRUCTIONS are on the back of this form**.** Please obtain all necessary permissions prior to submission of form to the Office of the Registrar. Courses with restrictions may require an entry code to register.

I AM REGISTERING FOR:	QTR	YEAR

STUDENT INFORMATION   (PLEASE PRINT)

LAST NAME	FIRST	M.I.
STUDENT NUMBER	UW EMAIL	PHONE

Student's Signature _____ Date _____

APPROVAL SIGNATURES, if REQUIRED:

INTERNATIONAL ADVISOR NAME (Printed)

_____

SIGNATURE   DATE

_____

DEAN/DIRECTOR, DESIGNEE NAME (Printed)

_____

SIGNATURE   DATE

_____

For **INSTRUCTOR APPROVAL**: Attach email approval or obtain signature from the instructor (next to course information below).

FILL OUT THE INFORMATION BELOW: Make sure you have obtained all permissions & entry codes needed.

CHOOSE ONE:

REASON FOR REGISTRATION TRANSACTION: See back for detailed instructions.

☐ AUDIT GRADING **- Instructor permission required**

☐ CHANGE in VARIABLE CREDITS **- Instructor permission required**

☐ COURSE DROPPED IN ERROR **- After the 14th calendar day**

☐ COURSE OVERLOAD **- Instructor permission required & an entry code/approval**

☐ CROSS-CAMPUS REGISTRATION **- May require an entry code**

☐ INTERNSHIPS/INDEPENDENT STUDY/DIRECTED READINGS/THESIS **- Requires copy of contract & entry code**

☐ INTERNATIONAL STUDENT COURSE DROP **- ISS Advisor approval required**

☐ LATE ADD PETITION **- Instructor & Dean/Director Approval & may require entry code**

☐ REPEAT OF COURSE **- Registration Office must register student & may require entry code**

☐ SECTION CHANGE/ADD/DROP **- May require entry code & permissions/approvals**

☐ TIME CONFLICT **- Requires approval from both instructors**

☐ ADD or ☐ DROP		SLN *(Required)*	COURSE PREFIX	COURSE NUMBER	SECTION	CREDITS	ENTRY CODE *(if required)*	APPROVED by INSTRUCTOR, if REQUIRED
1st Course	LECTURE:							PRINT NAME
	SECONDARY:							APPROVAL SIGNATURE

PRINT NAME _____ DATE _____ APPROVAL SIGNATURE _____

☐ ADD or ☐ DROP		SLN *(Required)*	COURSE PREFIX	COURSE NUMBER	SECTION	CREDITS	ENTRY CODE *(if required)*	APPROVED by INSTRUCTOR, if REQUIRED
2nd Course	LECTURE:							PRINT NAME
	SECONDARY:							APPROVAL SIGNATURE

PRINT NAME _____ DATE _____ APPROVAL SIGNATURE _____

☐ ADD or ☐ DROP		SLN *(Required)*	COURSE PREFIX	COURSE NUMBER	SECTION	CREDITS	ENTRY CODE *(if required)*	APPROVED by INSTRUCTOR, if REQUIRED
3rd Course	LECTURE:							PRINT NAME
	SECONDARY:							APPROVAL SIGNATURE

PRINT NAME _____ DATE _____ APPROVAL SIGNATURE _____

Registration Transaction Form & Instructions

NAME (Print) _____ Student Number _____

       LAST, FIRST M

For Quarter: _____ Year _____

I have obtained all necessary approvals for: (choose one)

☐ **AUDIT GRADING** - *Instructor approval required.*

Changes from credit to audit grading or from audit back to credit may be made only through the 14th calendar day of the quarter. Please ask your instructor for permission as some departments do not allow auditors in the classroom.

☐ **COURSE OVERLOAD** - *Instructor approval required & an entry code.*

Students who wish to enroll in a course that is already enrolled at capacity must obtain the instructors approval and an entry code from the academic program offering the course. Overload requests cannot be approved if the room the course is taught in will exceed capacity.

☐ **COURSE DROPPED IN ERROR** - *Instructor approval required (after 14th calendar day).*

Courses accidently dropped during Registration Period 1 through the 14th calendar day of the quarter must be re-added through MyUW. If you accidently drop a course on MyUW the 15th calendar day of the quarter through the 49th calendar day of the quarter, the Registration Office can re-add the course within 3 business days of the drop with approval of the instructor.

☐ **INTERNSHIPS / INDEPENDENT STUDY / DIRECTED READINGS / THESIS** - *Instructor approval required, entry code & copy of contract attached .*

Students must complete an independent study/internship contract obtained from their academic program. A copy of this contract must be submitted with this form. In addition, courses may be added for credits exceeding the designated limit for the course with instructor approval. (Each academic program may have different requirements regarding independent study courses.)

☐ **CROSS-CAMPUS REGISTRATION** - *May require an entry code.*

Cross-campus registration is available through MyUW beginning Registration Period 2 (except for summer quarter, which is opens Period I). If you are not able to register via MyUW because you do not meet the minimum cross-campus registration restrictions, complete this form, obtain an entry code/permissions and submit the completed form to the Office of the Registrar.

☐ **INTERNATIONAL STUDENT COURSE DROP** - *ISS Advisor signature required.*

To be considered full-time, undergraduate international students must remain enrolled for at least 12 credits. Graduate international students must remain enrolled for at least 10 credits. During the first 7 calendar days of the quarter, courses can only be added or dropped through MyUW. Starting the 8th calendar day of the quarter, you must complete this section to drop a course. The signature of an International Student Services (ISS) advisor is required only if you will be going below full-time status.

☐ **CHANGE IN VARIABLE CREDITS** - *Instructor approval required.*

Some courses such as independent study, thesis, dissertation credits are offered for a variable number of credits. In order to make a change to the your original number of credits that you registered for these courses, you must obtain ocmplete this form and obtain approval from your instructor.

☐ **LATE ADD PETITION** - *Requires Instructor approval required, Dean/Director approval required & an entry code.*

This is a petition to add a course after the late add period. If you believe that you have extenuating circumstances that warrant consideration of adding a course late, you must obtain instructor and the dean or director approval and the course will require an entry code.

☐ **SECTION CHANGE / REPEATS / ADD/DROP COURSE(S)** - *May require approval(s) & an entry, faculty or drop code.*

☐ **TIME CONFLICT** - *Requires approval from both intsructors.*

In order to add a course whose schedule conflicts with another, you must add the second course in person at the Office of the Registrar. Students must obtain approval from both instructors to add a course that conflicts with another.