

UNIVERSITY OF MINNESOTA DULUTH

Add a course after the second week of the term

Return this form on campus to:

Student Assistance Center
23 Solon Campus Center

or mail to:

Office of Financial Aid and Registrar
University of Minnesota Duluth
184 DAdB
1049 University Drive
Duluth MN 55812-3011

or fax to: 218-726-6144

Questions, or need alternative format?

E-mail: umdhelp@d.umn.edu

Phone: 218-726-8000

Directions

After the second day of the term you need to obtain a permission number to enroll in any UMD course. Permission numbers are valid up until the second week of the term. It is your responsibility to use the permission number granted from the instructor during that time to secure enrollment in classes. **If you do not enroll in your courses before the end of the second week, you need to complete this form**, obtain a signature from the instructor of the course you are adding, and provide an extenuating circumstance to support this request. Final decision on enrollment in the course will be determined by the Office of the Registrar

Holds preventing registration will result in a denied request. If adding the course will increase your credit total to more than 20 credits you must also submit the Term credit overload form.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

Student demographic information					
Student ID number			Date		
Name			Major		
UMD E-mail @d.umn.edu			College of enrollment		
Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> May/Summer Year 20__ __			Enrollment status <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
Course enrollment approval					
Instructor, by signing this form you are authorizing this student to enroll in your class after the second week of the term.					
Course subject, number, & section (Psy 1003-2)	Class number (5 digits)	Credits	Grade basis A-F or S-N	Instructor's name	
				Instructor's signature	Date
Please explain the reason for late registration (attach any supporting documentation).					
By signing this form, you are authorizing the Office of the Registrar to enroll you in the above course after the second week of the term. Note: By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any non-refundable fees.					
Student signature				Date	
UMD Registrar's Office decision				Date	
<input type="checkbox"/> approved <input type="checkbox"/> denied					
Printed name			Signature		
Comments			Processing date		Student notified