



**STUDENT IS RESPONSIBLE FOR OBTAINING ALL APPROVALS AND PRESENTING COMPLETED FORM TO THE OFFICE OF THE REGISTRAR**

This form should be used to add a new course after the end of the Drop/Add period for the current term. **Please do not use this form to request adjustments to variable hour courses.** A section change form should be used to increase or decrease registered hours for a variable credit hour course.

Completed forms can be sent from a UGA email address to [reghelp@uga.edu](mailto:reghelp@uga.edu) (for students) or [regsupp@uga.edu](mailto:regsupp@uga.edu) (for faculty and staff).

**STUDENT INFORMATION**

Last Name *	First Name *	Middle Name
UGA ID (81X) Number *	Contact Email Address *	

**COURSE INFORMATION**

CRN *	Course Prefix *	Course Number *	Credit Hours *
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**NOTE:** If this change results in additional tuition or fees, payment is due within three business days.

Course Instructor's Signature \*

Department Head's Signature \*

Grad School's Signature (only for undergraduates adding a graduate-level course)

<b>OFFICE USE ONLY</b>	
System Updated By:	Date: