

Late Course Additions

Use this form to add a course(s) for the same term after the last day to add courses for the term.

Access this online form at: <https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/>

Note: Any field displaying an asterisk* is a required field. If not completed, a warning message will appear to complete prior to submission.

Here are some tips to completing this form (see screen shot directly below):

1. **Student Name and Number** – Populates when you log into the OUR web portal.
2. **Term** – The form can only be for one term. For multiple term changes, complete another form.
3. **Select your Academic Unit** – From the drop-down menu, select your **Academic Unit**.
NOTE: If you are an Undergraduate non-degree seeking, choose the box next to **My academic unit is not listed/I am Undergraduate non-degree seeking**.
4. **Add Course** – When you click on Add Course, a pop-up box will display, and you can select the applicable course.
5. **Attachments** – Attach any documentation using the **Attach (Paperclip)** item on the menu bar.

The screenshot shows the 'Late Course Additions 57323' form. At the top, there is a navigation bar with 'Home', 'Service Catalog Options', 'My Requests', and 'Registrar Webpage'. Below this is a toolbar with 'Save', 'Cancel', 'Refresh', 'Delete', 'Attach (0)', and navigation arrows. The form itself has a header with 'Late Course Additions 57323', 'Academic Review', and 'Registrar Review' buttons. Below the header, there are fields for 'Current Status' (set to 'New') and 'Current Owner'. A 'Need Help? Click Here' link is also present. The main form area includes a 'Career:' section with radio buttons for Undergraduate, Graduate, Law, Medicine, Veterinary Medicine, and Professional. A 'Term:' dropdown menu is followed by a note: 'If the term you are looking for is not available in the drop down, you are outside of the designated request period.' There is a text area for 'Reason for late additions:'. Below that is a 'Select your Academic Unit:' dropdown menu and a checkbox for 'My academic unit is not listed/I am Undergraduate non-degree seeking'. At the bottom, there are two buttons: 'Add Course' and 'Submit to Academic Unit'. Red callout boxes with numbers 1 through 5 point to the Student Name/Number fields, the Term dropdown, the Academic Unit dropdown, the Add Course button, and the Attach (Paperclip) icon in the toolbar, respectively.

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- Once you click on the **Add Course** button, select the applicable **Subject Area** from the menu:

Select Subject Area:

SUBJECTID

- AAE
- ABM
- ACCTCY
- AERO**
- AFNR
- AG_EC
- AG_ED_LD
- AG_S_M

Cancel OK

- Select the Class you wish to add:

Select the Class you wish to add:

SESSIONCODE	CLASSECTION	CATALOGNUM	DESCRIPTION	CLASSNUMBER
1	01	1011	ANIMAL SCIENCE	51738
1	01A	1011	ANIMAL SCIENCE	51739
1	01	2095	EQUINE BEHAV & TRAINING	50403
1	01A	2095	EQUINE BEHAV & TRAINING	50402
1	01	2115	LIVESTOCK JUDGING	50991
1	01	2085	PROBLEMS IN ANIMAL SCI	50481
1	02	2085	PROBLEMS IN ANIMAL SCI	50482
1	03	2085	PROBLEMS IN ANIMAL SCI	50483

Cancel OK

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- Class information will populate according to your selection. Late course additions can require a **Permission Number**. Please obtain the permission number and enter it prior to submitting this form.
- Submit Request** – Once you have entered the required information, you are ready to either submit your request, or add another course to the request.
NOTE: *If making a late course addition request for another course in the same term, prior to submitting the request, you can add another course by choosing the **Add Course** button. Repeat the process until all desired courses have been added.*
- Delete Course** – If you add a course by mistake, you can use the **Delete Course** button to remove the course from the request.

Navigation: Courses, Help, Journals, Email History, Current Student's Schedule Changes

Records 1 - 1 of 1 | 1 of 1 | All | View | Multi-column sort

Session	Course Name	Subject Area	Catalog Number	Class Number	Units	Attend?
Regular Academ...	EQUINE BEHAV ...	AN_SCI	2095	50403	3	False

Drag a column header and drop it here to group by that column

Session: *
Regular Academic Session

Course Name: *
EQUINE BEHAV & TRAINING

Subject Area: *
AN_SCI

Catalog Number: *
2095

Section: *
01

Class Number: *
50403

Units: *
3

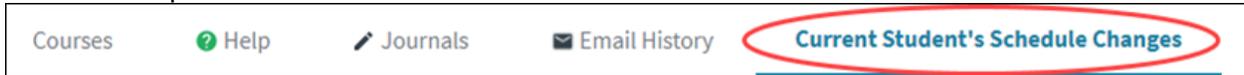
8 Permission Number (if required):

Enroll Status:
C

9 **Submit Request** **Delete Course** 10

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Tip: Once you submit the form and are submitting additional requests, you can click on the **Current Student's Schedule Changes** tab on the right side of the screen to see your previous schedule changes. Click on any previous schedule change to open and view the request.



Once submitted, you can monitor the process of your request.

1. A checkmark by **Academic Review** means your advising group has approved the form.
2. A checkmark by the **Registrar Review** means the Office of the University Registrar has completed the request and made the necessary changes.



If you change your mind after form submission, you can log back in, locate and cancel the request prior to the **Registrar Review**. To identify the status of your submission, look under **Current Status**. If it does not say **Registrar Review**, then click the **Cancel** button. If in Registrar Review, contact the Registrar's Office.

