



IMPORTANT ADD/DROP INFORMATION FOR OUR AUDITORS

Please be aware we are altering the add/drop process for the spring 2021 term due to COVID 19. Following city and CDC guidelines that seek to limit the number of people on campus, the Admissions Office will be closed to in-person services and staff will continue to provide service remotely. Due to this change, auditors **must** submit all materials **online**.

SPRING SEMESTER:

We will not facilitate same-day applications or add/drop form processing for 60+/disabled auditor materials for the spring semester. These documents will require a **minimum of 3-5 days** to be processed. **We will not be accepting paper add/drop forms for the spring term, you must use the email template.**

1. Copy the add/drop template (listed below) and paste it into your email to easily be sent to the class instructor in which you are trying to enroll.
2. Please use your **UWM email address** when emailing the add/drop form to your instructor for approval, and also CC the Registrar's Office (regoff@uwm.edu) in your email.
3. Request that the instructor "reply all" to your request. Once the instructor has approved, the Registrar's Office will enroll you in the course.

COURSE UPDATE:

COVID-19 restrictions have resulted in the university modifying the number of classes held in a face-to-face format for the spring 2021 semester. Because of this, we will not be able to provide in-person courses to auditors. **The add/drop deadline for spring 2021 is February 05, 2021. Add/drop forms will not be accepted after this date.**

TEMPLATE FIELDS

(Please include the following fields when requesting permission from your instructor by email)

Student information:

Student Name (First and Last):

Campus ID:

Student preferred email:

Student phone number:

Course Information:

Year and Term:

Subject Name:

3-digit course number:

3-digit lecture number:

5-digit class number:

Please select one by marking with an X:

I am adding this class:

I am dropping this class:

Student Electronic Signature: