

UWSP ADD/DROP FORM Semester II – Spring 2012

Last Name

First

MI

ID No.

Check for required signatures and return signed form to: Registration and Records – 101 Student Services Building

ADD			
COURSE	COURSE NO.	SECTION NO.	Credits
Adviser's Signature			Date
Instructor's Signature			Date
Dept Chair's Signature			Date

Course ADDS or DROPS can be processed on the web, or at the Registration and Records Office, through Feb. 1, without signatures for full semester courses.

DROP			
COURSE	COURSE NO.	SECTION NO.	Credits
Adviser's Signature			Date
Instructor's Signature			Date
*Dept Chair's Signature (select departments)			Date
**Chemistry Lab Clearance			Date

What signatures are needed when **ADDING** a course?

Full semester course deadline – Jan 23-Feb 1

- **Open course** and not Permission Required – No signatures needed.
- **Closed course** or Permission Required – Instructor or chair signature required.
- **After Feb 1**, Adviser, Instructor, and Dept Chair signature required.

1st eight week course deadline – Jan 23-26

- **Open course** and not Permission Required – No signatures needed.
- **Closed course** or Permission Required – Instructor or chair signature required.
- **After Jan 26**, Adviser, Instructor, and Dept Chair signature required.

2nd eight week course deadline – Jan 23-March 29

- **Open course** and not Permission Required – No signatures needed.
- **Closed course** or Permission Required – Instructor or chair signature required.
- **After March 29**, Adviser, Instructor, and Dept Chair signature required.

What signatures are needed when **DROPPING** a course?

Full semester course deadline

- **Jan 23-Feb 1 – CLEAR DROP** (*course will not appear on transcript*) – No signatures needed.
- **Feb 2-April 6 – W-Drop** (*course appears on transcript*) – Adviser and Instructor signatures.
- **Drops not permitted after April 6**

1st eight week course deadline

- **Jan. 23-26 – CLEAR DROP** (*course will not appear on transcript*) – No signatures needed.
- **Jan. 27-Feb 24 – W-Drop** (*course appears on transcript*) – Adviser and Instructor signature.
- **Drops not permitted after Feb 24**

2nd eight week course deadline

- **Jan 23-March 29 – CLEAR DROP** (*course will not appear on transcript*) – No signatures needed
- **Mar. 30-Apr. 27 – W-Drop** (*course appears on transcript*) – Adviser and Instructor signature.
- **Drops not permitted after April 27**

***Dept. Chair** – signature required for Astronomy, Biology, Chemistry, Geography, Geology, & Physics.

****Chemistry Lab Clearance** – Required for all Chemistry Lab Courses. See the Chemistry Department (Science Building D129) for appropriate signature.

WARNING!! Dropping and adding courses may increase your cost. Dropped courses after the 100% refund period are included in the total credits used for fee calculation. Courses dropped and added after these periods do not offset each other for cost purposes; therefore, your semester cost may increase.

UW-STEVENS POINT -- OFFICE OF THE REGISTRAR

ADD/DROP AND SECTION CHANGE INSTRUCTIONS -- SEM II 2011-12

- PLEASE NOTE:** (1) Drop/Adds can be processed on the web (through February 1) or in-person at the Registration-Records Office.
- (2) Courses that are clear dropped won't show on a transcript but they will show on your schedule with the notation "clear drop" and the date.
 - (3) All Drop/Adds are effective the date they are received in the Registration-Records Office or processed on the web.
 - (4) You may be billed for "W" drop credits plus enrolled credits depending on the drop date. Click on the following link for additional information on refunds/fees: <http://www.uwsp.edu/admin/busaffairs/ar/deadlines.aspx>, or call Accounts Receivable (2118) for clarification.
 - (5) You are encouraged to consult with your adviser before adding and/or dropping courses.
 - (6) You are limited to a total of four (4) W drops after your first two semesters of enrollment at UWSP.
 - (7) It is your responsibility to keep the printed copy of your schedule from the drop/add transaction as a receipt.
 - (8) Drops/adds resulting in a credit overload require a signed or electronically authorized Credit Overload Authorization.
 - (9) Instructor, department chair and advisor signatures are invalid after 5 business days.
 - (10) Add/Drop deadlines will be appropriately prorated for sections meeting other than 8 or 16 weeks.
 - (11) Signature forgeries are a serious offense under the Academic Misconduct Guidelines.
 - (12) You cannot withdraw from school by completing Drop Forms for all your courses. Report to the Registration and Records Office, 101 SSC, for withdrawal instructions or click on the following link: <http://www.uwsp.edu/reg-rec/cancellations.aspx>.

NOTE: (1) THE SIGNATURES NEEDED TO ADD AND DROP VARY BY DEPARTMENT. (2) THE DEADLINES DIFFER FOR 8 AND 16 WEEK COURSES.	DEADLINE -- 16-WEEK COURSES:	DEADLINE -- 1ST 8-WEEK COURSES:	DEADLINE -- 2ND 8-WEEK COURSES:	SIGNATURES REQUIRED:
<u>ADD:</u>				
• All Departments if course is open and not Permission Required	Jan 23 – Feb 1	Jan 23 – 26	Jan 23 – Mar 29*	No signature required
• All Departments if course is closed or Permission Required	Jan 23 – Feb 1	Jan 23 – 26	Jan 23 – Mar 29*	Check at Department Office
<u>LATE ADD (AFTER DEADLINE):</u>				
• All Departments	After Feb 1	After Jan 26	After March 29	Adviser, Instructor, & Dept Chair
<u>CLEAR DROP:</u> (Course will <u>not</u> appear on transcript.)				
• Chemistry – If you checked into the lab, you will have to check out prior to dropping	Jan 23 – Feb 1	Jan 23 - 26	Jan 23 – Mar 29*	Lab clearance if needed
• All Other Departments	Jan 23 – Feb 1	Jan 23 - 26	Jan 23 – Mar 29*	No signature required
<u>W DROP:</u> (Course appears on transcript with W grade.)				
• Astronomy, Biology, Chemistry, Geography, Geology, Physics	Feb 2 – April 6	Jan 27 - Feb 24	Mar 30 – Apr 27	Adviser, Instructor, & Dept Chair
• All Other Departments	Feb 2 – April 6	Jan 27 - Feb 24	Apr 1 – Apr 27	Adviser & Instructor
<u>DROPS NOT PERMITTED</u>				
• All Departments	After April 6	After Feb 24	After April 27	

*Adding or dropping over the web ends February 1. Report to the Registration and Records Office after that date.

Registration & Records
 101 Student Services Building
 Email: regrec@uwsp.edu
 Tel: (715) 346-4301
 Fax: (715) 346-2558
 Office hours: Mon-Fri, 7:45-4:30

DEPARTMENT CHAIRS & CURRICULUM ADVISERS – SPRING SEMESTER 2012

<u>Curriculum</u>	<u>Phone 346-</u>	<u>Bldg.</u>	<u>Room No.</u>	<u>Curriculum</u>	<u>Phone 346-</u>	<u>Bldg.</u>	<u>Room No.</u>
Accounting – Advising Center	2384	11-CPS	476	Histotechnology – S. Raab	3766	6-SCI	D127
Adventure Education – R. Suomi	3147	5-HEC	123	Human&Community Res – A. Wetter	2686	11-CPS	101
American Studies – T. Good	295-8900	7-CCC	116	Instructional Res – M. Beeber	2040	11-CPS	469
Anthropology – J. Sage	4625	7-CCC	489A	Interior Arch – N. Fernando	4600	11-CPS	330A
Art & Design – R. Stolzer	4556	9-NFAC	181	Intl Res Mgt – Kissinger/Houghton	2536/4617	12-TNR	180
Art History – R. Stolzer	4556	9-NFAC	181	Intl Studies – S. Kent	4442	7-CCC	461
Arts Management – E. Redaelli	345-6356	3-CAC	307	IPM – M. Balhorn	4335	7-CCC	441
Astronomy – M. Veum	2139	6-SCI	B109	Law – D. Williams	4109	7-CCC	470
Athletic Training – H. Schmies	2922	5-HEC	129	Learning Disabilits – M. Beeber	2040	11-CPS	469
Biology – C. Yahnke	2455	12-TNR	167	Library Resources - P. Becker	4443	8-LRC	104C
Biochemistry – J. Brummer	2888	6-SCI	D129A	Mathematics –C. McCabe	2085	6-SCI	B246
Business Admin – Advising Center	2384	11-CPS	476	Medical Technology - S. Raab	3766	6-SCI	D127
Captive Wld – Kissinger/Houghton	2536/4617	12-TNR	180	Medicine - Sepsenwol/Schmitz	4256/2420	12-TNR	439/380
Chemistry – J. Brummer	2888	6-SCI	D129A	Military Science – J. Kurka	3821	2-SSC	204D
Child&Family Studies – A. Wetter	2686	11-CPS	101	Mortuary Science – C. Yahnke	2455	12-TNR	167
Chiropractic – C. Yahnke	2455	12-TNR	167	Museum Techniques – C. Yahnke	2455	12-TNR	167
Clinical Lab Science - S. Raab	3766	6-SCI	D127	Music - P. Holland	3107	9-NFAC	254
Cognitively Disabled – M. Beeber	2040	11-CPS	469	Music Education - J. Bond	2227	9-NFAC	318
Communication – J. Haney	3409	3-CAC	225	Musical Theatre – G. Olsen	4429	9-NFAC	161
ComD(undergrad)–Christensen/Cumley	4520/4699	11-CPS	046B/037	Natural Science – P. Zellmer	3407	12-TNR	235
ComD (grad) – J. King/G. Cumley	4657/4699	11-CPS	034/037	Nursing - S. Raab	3766	6-SCI	D127
Comparative Lit – R. Ruppel	3036	7-CCC	490	Nutrition – A. Wetter	2686	11-CPS	101
Cmptr Inf Systms – R. Dollinger	4409	6-SCI	B246	Occupatnl Therapy – S. Raab	3766	6-SCI	D127
Cytotechnology – S. Raab	3766	6-SCI	D127	Optometry – C. Yahnke	2455	12-TNR	167
Dance – J. Karlen	3982	9-NFAC	140	Paper Sci & Engineering – G. Ring	4817	6-SCI	D274
Dental – C. Yahnke	2455	12-TNR	167	Peace Studies – S. Kent	4442	7-CCC	461
Dietetics – A. Wetter	2686	11-CPS	101	Pharmacy - R. Badger/T. Zamis	3700/3258	6-SCI	B137/B135
Drama - G. Olsen	4429	9-NFAC	161	Philosophy – J. Sage	4625	7-CCC	489A
Early Childhood Educ - M. Beeber	2040	11-CPS	469	Physical Education - R. Suomi	2706	5-HEC	118B
Early Chldhd-Spl Ed – M. Beeber	2040	11-CPS	469	Physical Therapy – S. Raab	3766	6-SCI	D127
Earth Science – N. Heywood	2629	6-SCI	D332	Physics – M. Veum	2139	6-SCI	B109
Economics – Advising Center	2384	11-CPS	476	Political Science – J. Blakeman	4111	7-CCC	482
Education (Grad) – P. Caro	3248	11-CPS	438	Prior Learning Assessment – K. Weis	3361	2-SSB	103
Elementary Educ - M. Beeber	2040	11-CPS	469	Psychology – C. Wendorf	2883	6-SCI	D240
Emotionl Disturbance – M. Beeber	2040	11-CPS	469	Pblc Adm&Polcy Anlys – J. Blakeman	4111	7-CCC	482
Engineering – K. Menningen	4871	6-SCI	B101	Reading Educ (Grad) – E. Reyes	4427	11-CPS	458
Engineering Chemical - P. Hladky	3711	6-SCI	B147	Religious Studies – J. Sage	4625	7-CCC	489A
English - M. Williams	4757	7-CCC	486	Resource Mgt – Kissinger/Houghton	2536/4617	12-TNR	180
English (Freshman) – R. Stephens	4758	7-CCC	439/445	Secondary Education - M. Beeber	2040	11-CPS	469
Env Comm – Kissinger/Houghton	2536/4617	12-TNR	180	Sml City Anlys - Miller/Wolensky	3130/2708	7-CCC	476/451
Env Law Enf – Kissinger/Houghton	2536/4617	12-TNR	180	Social Science – N. LoPatin-Lummis	2334	7-CCC	477
Env Studies - J. Coletta	4749	7-CCC	433	Social Sci in Health – R. Enright	2665	7-CCC	488B
Exceptional Educ – M. Beeber	2040	11-CPS	469	Social Work – R. Enright	2665	7-CCC	488B
Family&Consumer Educ – A. Wetter	2686	11-CPS	101	Sociology – R. Enright	2665	7-CCC	488B
Fish&Watr Res – Kissinger/Houghton	2536/4617	12-TNR	180	Soil Sci – Kissinger/Houghton	2536/4617	12-TNR	180
Foreign Language – R. Ruppel	3036	7-CCC	490	Special Educ(Grad) – P. Caro	3248	11-CPS	438
Forestry – Kissinger/Houghton	2536/4617	12-TNR	180	Strength&Conditioning – A. Wetter	2686	11-CPS	101
Geography&Geology – N. Heywood	2629	6-SCI	D332	Thea Arts: Dance – J. Karlen	3982	9-NFAC	140
Geoscience – N. Heywood	2629	6-SCI	D332	Thea Arts: Drama – G. Olsen	4429	9-NFAC	161
Gerontology – R. Enright	2665	7-CCC	488B	Thea Arts: MscI Thea – G. Olsen	4429	9-NFAC	161
Health,Exer Sci&Athl – R. Suomi	3147	5-HEC	123	Undecided - SAAC	3361	2-SSB	103
Health Care Administratr – S. Raab	3766	6-SCI	D127	Veterinary Med – Stern/Girard	4257/4251	12-TNR	335/239
Health Care Informatics – S. Raab	3766	6-SCI	D127	Web&Dgtl Media Dv– R. Dollinger	4409	6-SCI	B246
Health Pro/Human Dev – A. Wetter	2686	11-CPS	101	Wellness – R. Suomi	3147	5-HEC	123
Health Promotion – A. Wetter	2686	11-CPS	101	Wildlife – Kissinger/Houghton	2536/4617	12-TNR	180
Health Science – S. Raab	3766	6-SCI	D127	Women's Studies – R. Stephens	4758	7-CCC	439/445
History – N. LoPatin-Lummis	2334	7-CCC	477	Yth Prg&Camp Mgt – S. Kissinger/J. Houghton	2536/4617	12-TNR	180