Office of the Registrar
UNIVERSITY OF GEORGIA

Late Add Form
UGA Office of the Registrar
Holmes/Hunter Academic Bldg.
Athens, GA 30602-6113

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 for should be used to increase or decrease registered hours for variable hour courses.

UGA ID Number	Last Name	First	MI	Academic Term

Add:	CRN	Subject/Number	Cr. Hr.	Course Instructor's Signature

Student is responsible for obtaining all approvals and presenting completed form to the Office of the Registrar.

Completed forms can be brought in person to the Office of the Registrar, Holmes/Hunter Academic Bldg. or sent from a **UGA email address.**

-Students should email completed forms to **reghelp@uga.edu.**

-Faculty and Staff should email completed forms to **regsupp@uga.edu.**

If this change results in additional tuition or fees, payment is due within three business days.

Revised July 2023/SLV

Department Chair's Signature

Graduate School Dean's Signature **(only use for undergraduates adding a graduate-level course)**

Office Use Only	
System Update By:	Date:

NOTE: Department Chair is Director School of Computing, Dr. Gagan Agrawal. Email to gagrawal@uga.edu.

Student is responsible for sending completed forms to reghelp@uga.edu.

NOTE: Any 6000 or 8000 CSCI courses (excluding Independent Study/Internship courses) to be late added, must be confirmed with SOC staff for room capacity, before Late Adding course. Contact Sherry Wrona, swrona@uga.edu.