



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 (for students) or regsupp@uga.edu (for faculty and staff).

STUDENT INFORMATION

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

ADD COURSE

CRN *	Course Prefix *	Course Number *	Credit Hours *	Semester *	Year *
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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)

OFFICE USE ONLY	
System Updated By:	Date: