

# Course Adds

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Add one or more courses to a schedule and/or change course load.

## **Course Adds during the First Two Weeks**<sup>1</sup> (*Semester-long courses at UW-Green Bay*)

Enrolled students are able to add individual regular, 14-week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned and no financial penalty<sup>2</sup>. Please check the [Registration Calendar \(http://www.uwgb.edu/registrar/calendar/registration/\)](http://www.uwgb.edu/registrar/calendar/registration/) for these deadline dates.

## **Late Course Adds** (*Semester-long courses at UW-Green Bay*)

- *Week 3 to last day of classes:* Students must submit a faculty-approved Late Add form. Students will be assessed a late add fee for each course.
- *Students are not able late add courses once final examinations have begun for the semester.*

### Notes:

1. Summer sessions, January Interim and courses less than 14 weeks have shorter add deadlines. Please check the Registration Calendar (<https://www.uwgb.edu/registrar/registration-calendar/>) for summer or January interim course deadlines.
2. Collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means the add deadlines or financial deadlines may differ than described above.

<sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.

<sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines for the appropriate semester on the Bursar website for more details (<http://www.uwgb.edu/bursar/term-deadline-calendar/>). Please note that financial deadlines are different from academic deadlines.