



Office of the University Registrar  
Akron, OH 44325-6208  
[registrar@uakron.edu](mailto:registrar@uakron.edu)

## Student Course Add Form

<b>STUDENT INFORMATION (all fields required):</b>			*By signing this form, the student indicates that he/she is responsible for any additional charges caused by a changed schedule.		
Student ID #:	First Name:	Last Name:			
UA Email:	Phone #:	Current College:			
Signature:			Date:		

**ATTENTION STUDENTS:**  
Students are responsible for any impact these changes may have on **financial aid, payment amount due, GPA, eligibility for graduation**, etc. Students with questions should consult with their advisor. **It is the student's responsibility to process this form with the Office of the University Registrar.**

**WHEN TO USE THIS FORM:**  
**Section change** – Any time during the semester to correct section enrollment.  
**New Course Add** – Beginning the 8<sup>th</sup> day of the term through the end of business on the 14<sup>th</sup> day of the term (or comparable dates in the summer), the signatures required are (1) Instructor/Dept. Designee, (2) student's Advisor and (3) student's College Dean. All course adds must be processed as of the end of business on the 14<sup>th</sup> day of the term.

<b>SECTION CHANGE ONLY (all fields required):</b>				<b>Term:</b>	<b>Year:</b>
Subject #	Catalog #	Current Section #	Course Title	New Section #	New Section Class #
Printed name of <b>New Section</b> instructor:			Signature of <b>New Section</b> instructor:		Date:

NEW COURSE ADD(S) (all fields required):			Term:	Year:	Career:	Undergraduate	Graduate	Law
Class Number	Course # (Subject)(Catalog)(Sec)	Course Title	Units	Grading	Printed name of Instructor/Dept. Designee	Signature of Instructor/Dept. Designee	Date	Override
75201	3400 492 001	Example Course	3	<input checked="" type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit	Dr. Zippy Instructor	<i>Dr. Zippy Instructor</i>	01/21/2020	<input type="checkbox"/> Class Full <input type="checkbox"/> Prerequisite <input checked="" type="checkbox"/> Dept. Consent
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit				<input type="checkbox"/> Class Full <input type="checkbox"/> Prerequisite <input type="checkbox"/> Dept. Consent
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit				<input type="checkbox"/> Class Full <input type="checkbox"/> Prerequisite <input type="checkbox"/> Dept. Consent
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit				<input type="checkbox"/> Class Full <input type="checkbox"/> Prerequisite <input type="checkbox"/> Dept. Consent
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit				<input type="checkbox"/> Class Full <input type="checkbox"/> Prerequisite <input type="checkbox"/> Dept. Consent

New Course Add Approval Signatures		Phone Ext	Date
Student's Advisor:			
Student's College Dean:			
Graduate School Dean:			
Comments:			

**Retroactive Adjustment**  
(check this box if the ending date for the course has passed)

- Retroactive Adjustments are only used in extenuating circumstances
- Justification should be attached to support the retroactive adjustment
- All retroactive adjustments require the approval of the student's Dean
- Graduate students must also obtain the approval of the Graduate School

OFFICE USE ONLY	Processed by	Date
		03/24/2020

**This form will only be accepted from @uakron.edu or @zips.uakron.edu email addresses**

## Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

*Note:* Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

### **Using E-Signatures:**

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
  - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
  - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

### **Using Fill & Sign:**



The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.