UNIVERSITY WISCONSIN
RICHLAND
A Campus of the University of Wisconsin Colleges

ADD A CLASS / COURSE CHANGE FORM

Instructor signature(s) are required in order to add classes beginning on the first day. Your academic advisor is identified in the following places:

1) your PRISM computer records system, or
2) the list that is posted on the bulletin board outside the Office of Student Services.

Last Name: _____ First Name: _____ MI ___
Please print

I.D. Number: _____Today's Date: _____
PRISM ID or Social Security Number

Please check one: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____
year *year* *year*

Instructors: Verify available space by checking enrollments in PRISM.

Check one:		**Course Information**					**Instructor's Signature**
ADD ***Signature required***	DROP ***No signature required***	Course Code Ex: 2049	Dept/Number Ex: ART 101	Section Ex: K001	Credits Ex: 3		Required to ADD a class, ***after classes begin***

Advisor's Signature *Date* *Date Entered by Student Services*