Submitting a Course Registration Override/Late Add E-form for a Closed Course

**A separate form will need to be submitted for each class you are wishing to take**

1. Click on “Closed Course” in green.
2. Click on “Complete this Form”
3. For instructor information, enter the information for the School of Business, Chair, Professor James Loebl (loeblj@uwgb.edu). The Chair approves requests to take BUS ADM or ACCTG courses. Click on “Continue”
4. Enter all your personal information in the first section.
5. Enter the course information in the second section. **Pay special attention to the accuracy of the catalog number, the class section, and the class number.** This information can be found when searching for the course in SIS or on the [Schedule of Classes](#).

**EXAMPLE:**

```
BUS ADM 423 - Advertising
```

### Class subject

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2704</td>
<td>0001-LCE</td>
<td>MoWe 11:00AM - 12:20PM</td>
<td>WH 202</td>
<td>Vivek Madupu</td>
<td>01/25/2016 - 05/06/2016</td>
<td></td>
</tr>
</tbody>
</table>

6. In the third section, be aware of what you are requesting. You are completing this form because the course is closed. Select “yes” for the second request and “no” for the first and third box.
7. Explain your request in the comments box and agree to the form by checking the “I agree” statement.
8. Click the “Next” button at the bottom.
9. Sign your name on the next screen to submit the form to Professor Loebl for consideration.