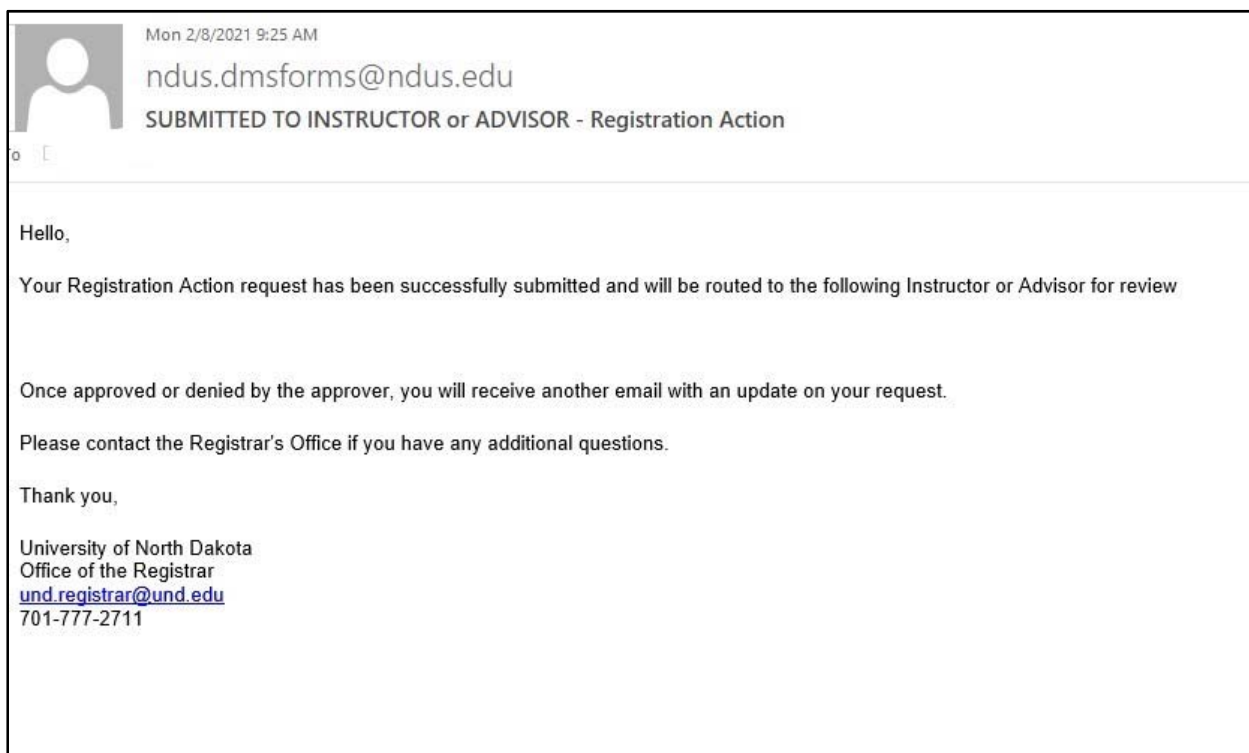
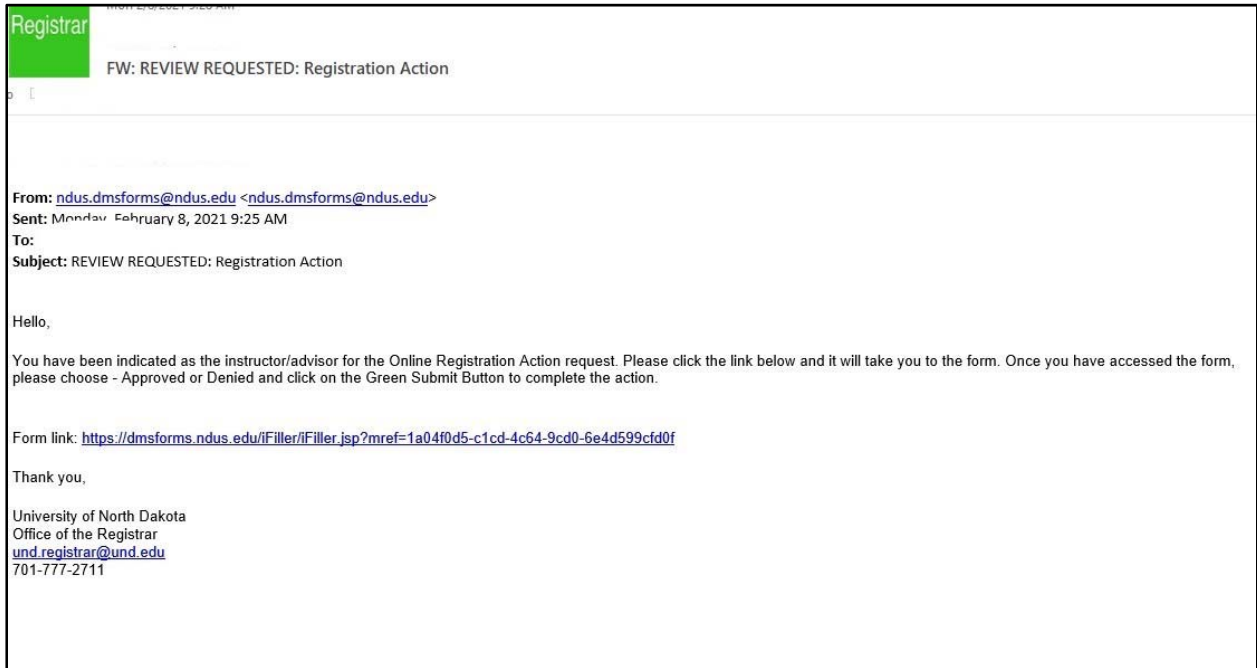


Instructions:

- Log onto the form using your NDUS username and password
- The form populates your student ID number.
- Choose the current term
- Select Student Academic Classification/Career from the drop down box and then click OK.
- Then choose the Registration Action from the drop down box and click OK. This will bring up the Authentication Required box. Please enter your user name and password and hit submit. This will then populate your Name and Date on the form.
- If the action chosen needs you to choose your College (S/U Grading), then choose your College from the drop down box.
- Complete the Course 1 information. Complete the Subject, Catalog Number, Section Number and Class Number (4-5 digit number, note this is different from the course number) and if appropriate, choose Grade Option and Add/Drop from the drop down box.
- Then type in the instructor/advisor email address. You must use the email address that can be found in the UND directory. It can be found at this link: <https://und.edu/directory/>. The form will not work properly if you do not choose the correct email address. Then click on the Lookup Instructor or Advisor button. If you have chosen the correct email address, the box will populate.
- Then click on the Student: Submit Request form.
- Once the form has been submitted correctly, the student will receive the following email::

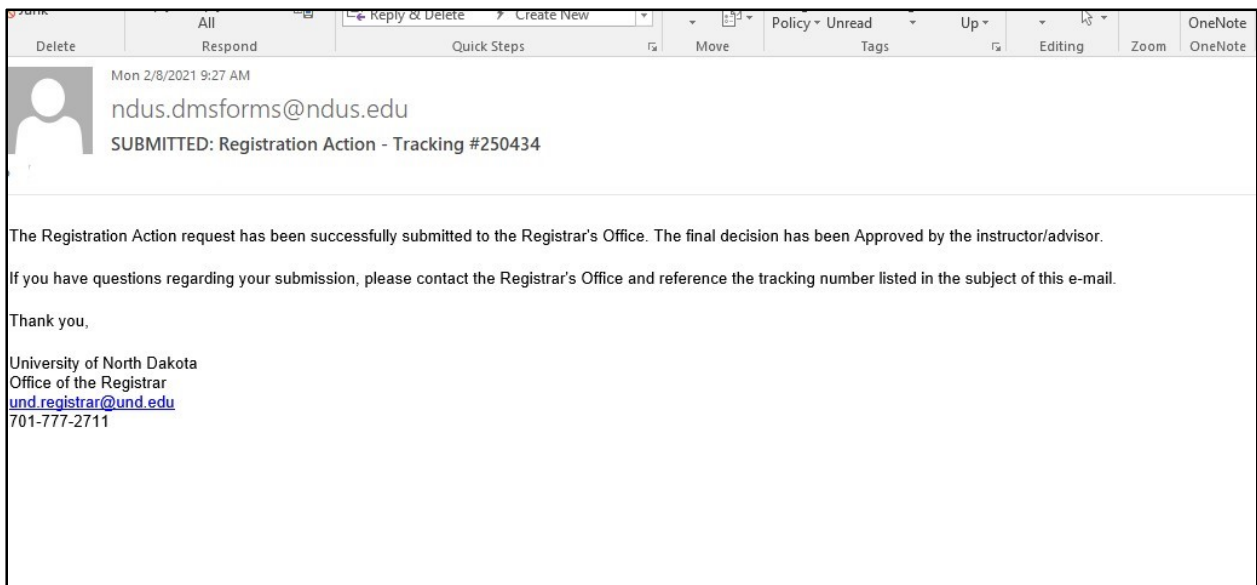


Once the form has been submitted by the student, the instructor will receive the following email.



The instructor will then click on the link provided in the email and complete the approval/denial process and click on the Green Submit button to complete the form.

Once the instructor has clicked the Submit button, the instructor and student will receive the following email:



After this process has been completed, the form will be sent to the UND Registrar's Office workflow for processing.

The following are the selected actions and the signatures needed for each action:

- **No signatures:**
 - **Selected actions:**
 - Undergraduate: Increase # credits through last day to add (Class Units)
 - Graduate: Increase # credits through last day to add (Class Units)
 - Undergraduate: Decrease # credits through last day to drop (Class Units)
 - Graduate: Decrease # credits through last day to drop (Class Units)
 - **Selected actions: Student MUST choose their college**
 - Undergraduate: Change to/from S/U grading through last day to drop
 - Undergraduate: Overload to more than 21 credits Fall/Spring through the last day to add
 - Undergraduate: Overload to more than 15 credits Summer through the last day to add
- **One signature approval required: advisor/instructor**
 - **Selected actions:**
 - Undergraduate: Add after the deadline (UGRD) (instructor) through the last day to add
 - Graduate: Add after the deadline (GRAD) (advisor) through the last day to add
 - Undergraduate: Department consent (advisor) through the last day to add
 - Graduate: Department consent (advisor) through the last day to add
 - Undergraduate: Elect audit grading (instructor) First day of classes – Last day to Add without permission
 - Graduate: Elect audit grading (instructor) First day of classes – Last day to Add without permission
 - Graduate: Overload to more than 15 credits Fall/Spring/Summer (advisor) through last day to add
 - Undergraduate: Override full capacity (instructor) through last day to add
 - Graduate: Override full capacity (instructor) through last day to add
 - Undergraduate: Override pre-requisites missing (instructor) through last day to add
 - Graduate: Override pre-requisites missing (instructor) through last day to add
 -
- **Two signature approvals required:**
 - **Selected Actions:**
 - Undergraduate: Section change (instructors) through last day to drop
 - Graduate: Section change (instructors) through last day to drop
 - Undergraduate: Time conflict (instructors) through last day to add
 - Graduate: Time conflict (instructors) through last day to add