

MUW Electronic Forms

Students can add and drop classes automatically up to the 5th day after classes start. See Academic Calendar for dates.

Fall 2020 Full Term

August 17 – November 24

All deadlines are at 5:00pm unless otherwise stated. All dates and deadlines are subject to change.

August 12	Virtual Convocation
August 12-14	Fall Development Conference
August 12-16	Residence Halls Open
August 14	REGISTRATION
August 17	Classes Begin
August 21	<p>-LAST DAY TO ADD AND/OR REGISTER FOR CLASSES Via Banner Web</p> <p>-Last Day for 100% Tuition adjustment on drop and/or withdrawal for Full Term</p> <p>-No-show reporting date. Students who fail to attend any classes by this date will have their registration canceled</p>

Once the last day to add/or register for classes automatically passes, the students will need to fill out forms to add/drop/withdraw from classes through a form process that requires the student to get permission to change their schedule or withdraw from the university. Students will still need to check the Academic Calendar. **Please make sure students have an assigned advisor and are in the correct major. If they are not assigned an advisor, the system will prompt an error and will ask them to call their Major's department. If they are changing majors, they will need to complete a Change of Major form first.**

Students can access the forms by signing into the portal and clicking on Banner Web. From there they will need to select Student Services.

Student Services

Apply for Admission, Register, View  and Financial Aid

Employee Information

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information

Change your PIN; Change your Security Question; Update E-mail Address.

Under the Student Records, students will see a list of links. The change of major, drop request, and withdrawal forms are listed.

Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Account Summary by Term](#)
- [Account Summary](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Apply to Graduate](#)
- [View Graduation Application](#)
- [Order Official Transcript](#)
- [Change of Major/Minor Request](#)
- [Official Data Change Request](#)
- [Request to change address, name, phone n](#)
- [Drop Request](#)
Submit a request to drop a course after the
- [Withdrawal Request](#)
Students can submit a withdrawal request.
- [Direct Deposit Authorization](#)
Students may submit their direct deposit information here for the Comptroller's Office.

Student will fill out the forms and sign the request. The form will be sent to the advisor and chair for approval. The Late Add and Withdrawal requires the Dean's signature before going to the Registrar's Office. The Registrar's Office will process the forms. Students should check their Banner Web to make sure their account is up-to-date. The incomplete form and the late add form are on the faculty services tab. Faculty will initiate these forms along with the student's permission.

Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Mid Term Grades](#)
- [Final Grades](#)
- [Change of Grade](#)
This form is used to submit a grade change request.
- [Request for an Incomplete](#)
This form is used to submit a request for an incomplete.
- [Student Menu](#)
Display student information; View a student's schedule; Add/Drop Classes.
- [Advisor Menu](#)
View a student's transcript.
- [Late Add](#)
Submit a request to add a course after the

RELEASE: 8.9.1



Drop Form

While the University strives to give students proper advice, the individual student is responsible for familiarizing themselves with and following the rules and regulations of the University, as well as those of the particular program from which the student seeks a degree. I understand and agree that I accept the responsibility for the decision(s) made through the form including, but not limited to potential delays in graduation, ability to progress in the program in which I am majoring, additional course fees and/or tuition, impacts on financial aid and/or scholarships, etc. I understand and agree that if I drop from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule per the Academic Calendar.

Student

MUW ID: Student Name: 09/25/2020

Term: Years: Email:

Address: Phone:

Major: Department:

Are you an athlete? Yes No

List the course(s) below to be dropped.
Please check the Academic Calendar for deadlines and approvals.

Drop	CRN	SYM	NUM	SECT
<input type="button" value="Drop"/>				

+ Page 1 of 0

I: submit this request.

Advisor

Approve Deny

I: approve the request.

Comments:

Athletics Advisor

Approve Deny

I: approve the request.

Student will fill out the top part of form. Enter the CRN SYM NUM SECT of the courses they wish to drop. Sign and submit the request.

The request will come to the advisor in an email – *MUW Form Email*. The Advisor **MUST** check the form and then approve or disapprove the form.

Next the form will be sent to Dept. Chair for approval or disapproval.

Form will be sent to Registrar's Office for processing and sending notifications.



Late Add Form

While the University strives to give students proper advice, the individual student is responsible for familiarizing themselves with and following the rules and regulations of the University, as well as those of the particular program from which the student seeks a degree. I understand and agree that if I add classes to my original registration, I may incur additional tuition, and will be responsible for paying this amount in accordance with the published tuition and fees for the current term.

Student

MUW ID: Student Name: 08/24/2020

Term: Year: Email:

Address: Phone:

Major: Department:

List the course(s) below to be added.
Please check the Academic Calendar for deadlines and approvals.

Add	CRN	SYM	NUM	SECT
		<input type="text"/>		

+ Page 1 of 0

I, submit this request.

Advisor

Approve Deny

I, approve the request.

Comments:

Department Chair

Approve Deny

I, approve the request.

Comments:

Dean

Advisor should fill in their name as the one who is initiating the form.



This form can only be used when the student can longer register for classes per the Academic Calendar. Students **MUST** work with their advisors to get permission to add courses in various departments **BEFORE** completing this form.

Advisors will fill out form with student information at the top and add the classes. The advisor will get a confirmation email to approve or disapprove pending the permission of the various departments. **Advisors** please indicate that you have corresponded to the departments before approving form.

Department Chairs will approve or disapprove.

Registrar will process request.

It is the responsibility of the student to check their schedule and to contact each of their instructors to see what work they have missed.

Withdrawal Form

Student

MUW ID: Student Name: 08/25/2020

Term: Year: Email:

Address: Phone:

Major: Department:

Are you an athlete? Yes No

Do you anticipate returning to MUW for the next semester? Yes No

Have you contacted Financial Aid? Yes No N/A

Have you contacted University Accounting? Yes No N/A

Failure to complete the semester may have an effect on the financial aid funds paid to a student's account and paid to cover tuition, fees, bookstore charges, campus housing costs, or paid to the student as a refund. Failure to clear all accounts with MUW will result in the denial of your readmission and the encumbrance of all records. Please see the University Bulletin and Academic Calendar for deadlines and refund policies. If you withdraw from the university, you must readmit to the university upon return.

Reason for withdrawing:

I, submit this request.

Advisor

Approve Deny

I, approve the request.

Comments:

Athletics Advisor

Approve Deny

I, approve the request.

Comments:

Department Chair

Approve Deny

I, approve the request.

Student will fill out form and answer the questions. Click submit.

The approval process starts with the advisor and ends with the Dean before going to the Registrar's Office. The student will be notified when they have been fully withdrawn from the University.

After the student submits the form, it goes through an approval process by email. Each person in the chain will be notified.

- MUW Forms System
from Dean to registrar
<https://appsrv.muw.edu/PerfectForms/p.aspx?f>
 - MUW Forms System
chair -> dean
<https://appsrv.muw.edu/PerfectForms/p.aspx?f>
 - MUW Forms System
advisor -> chair
<https://appsrv.muw.edu/PerfectForms/p.aspx?f>
 - MUW Forms System
adv test from student
<https://appsrv.muw.edu/PerfectForms/p.aspx?f>
- ◀ Last Month