

In order to add classes, please refer to the [Semester Calendar & Important Dates page](#) to identify required signatures.

Student

Instructor

Dean of the Students Degree Program (If applicable, the Registrar’s Office will obtain this approval)

In order to ensure the appropriate approvals/signatures are received, **the process must be completed using University email accounts.**

For Students:

Please complete the PDF Add Request (page 3 below), sign electronically, and save. To complete the form electronically, select the Fill and Sign icon on the right hand margin of Adobe. Once the form has been completed, save and then navigate to <https://apps.umsl.edu/webapps/ITS/dropbox/index.cfm>

- The late add request *requires* Instructor approval
- Please enter the Instructors UMSL email address. In order to ensure delivery, please double check the email address before submitting
- Ensure the Duration of Upload is set at 2 Weeks
- Select the Browse button and find the completed PDF form that includes your signature
- Upload the file and select the Submit button

UMSL University of Missouri–St. Louis MyGateway | MyView | A-Z Index | Maps | Phonebook | Calendar | Contact UMSL |

Log Out

Digital Dropbox System : Files SSO: tackettm

Send a file

Recipient Email address: or SSO:

Duration of Upload: No file selected.

Retrieve a file

File Name	Sender	Date Uploaded
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Files You Have Sent

File Name	Sender	Date Uploaded
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Download History of Recipient

File Name	Recipient	Date Downloaded
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For Instructors:

You will receive an email from dropbox@umsl.edu (see below). Please note: the access to these files will expire within two weeks. Therefore, it is critical to download and process as soon as possible.

Click the link next to “You can retrieve your file here:”

Download the file



You have received the following file: Fax cover sheet for SIUE.docx
This file was sent by: Mary Tackett: tackettm@umsl.edu

You can retrieve your file here: <https://apps.umsl.edu/webapps/ITS/dropbox/login.cfm>

- After downloading the file, please sign the form electronically and save. To complete the form electronically, select the Fill and Sign icon on the right hand margin of Adobe
- Add your signature and check if the grade assigned is an EX or EXF.
- Then upload the file at <https://apps.umsl.edu/webapps/ITS/dropbox/index.cfm>
- Route to records@umsl.edu
- Ensure the Duration of Upload is set at 2 Weeks
- Select the Browse button and find the grade change PDF form that includes your signature
- Upload the file and select the Submit button

The Registrar’s Office will reach out to the appropriate Dean for the student.

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Log Out

Digital Dropbox System : Files SS

Send a file

Recipient Email address: or SSO:

Duration of Upload:

Remote Grade Change Form.pdf

Retrieve a file

File Name	Sender	Date Uploaded

Files You Have Sent

File Name	Sender	Date Uploaded

Download History of Recipient

File Name	Recipient	Date Downloaded

Student ID# _____ Student Name: _____

Adding this course may affect your tuition bill and financial aid. Please contact the Student Financial Aid Office.

SEMESTER/ YEAR (ie:FS2020)	SUBJECT	CATALOG#	SECTION	CLASS NUMBER	COURSE TITLE	CR. HRS	AUDIT? Y/N

Reason for Add: _____

Student Signature: _____ Date: _____

Instructor Signature

Date

If Applicable:

Deans Signature: _____ Date: _____