

DO NOT use this form for initial enrollment in a semester/term, or for withdrawing from all your classes in a semester/term.
This form may be used for the following transactions: adding class(es), dropping class(es), time conflicts, change of section, change of hours, and/or excess hours approval.

Please Note: Short and irregular classes have different add/drop dates. (See www.adddrop.ku.edu for specific dates.)

Undergraduate Fall
 Graduate Spring 20____
 Summer

Last Name _____ First _____ M _____ Student ID # _____ School _____

Action Code

A ADDING Class(es) Instructor's signature is required after the University's published "last day to add without permission." Submit this form to the Enrollment and Financial Aid Services Office (KU Visitor Center, 1502 Iowa St.) or Edwards Campus (reception desk in the Regent's Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes", whichever comes first. An Advisor's signature and/or Dean's stamp may be required, see www.adddrop.ku.edu.

D DROPPING Class(es) Submit this form to the Enrollment and Financial Aid Services Office (KU Visitor Center, 1502 Iowa St.) or Edwards Campus (reception desk in the Regent's Center building) by 5:00 pm on the University's published "last day to drop classes." **During the second academic period a grade of "W" will be automatically assigned.** W grades are reflected on your transcript but do not impact your KU GPA. An Advisor's signature and/or Dean's stamp may be required, see www.adddrop.ku.edu.

CS CHANGE OF SECTION To be used for changing from one section of a class to another section of the same class. If changing sections after the University's last day to change sections without permission, instructor's signature is required for the section you are adding. Submit this form to the Enrollment and Financial Aid Services Office (KU Visitor Center, 1502 Iowa St.) or Edwards Campus (reception desk in the Regent's Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes", whichever comes first.

CH CHANGE OF HOURS This is to be used for a variable credit class in which you are currently enrolled and want to increase or decrease the credit hours. Submit this form to the Enrollment and Financial Aid Services Office (KU Visitor Center, 1502 Iowa St.) or Edwards Campus (reception desk in the Regent's Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes" (for increasing hours) or "last day to drop classes" (for decreasing hours), whichever comes first.

TIME CONFLICT A Time Conflict approval is required from **EACH** instructor involved in the time conflict. **EACH** instructor must sign and date (in the Time Conflict Approval box below) the app oval before it will be processed. Submit this form to the Enrollment and Financial Aid Services Office (KU Visitor Center, 1502 Iowa St.) or Edwards Campus (reception desk in the Regent's Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes," whichever comes first.

Add/Drop/Change of Section/Change of Hours

Action Code	Class # (5 digit)	Dept (eg ENGL)	Catalog # (3 digit)	Course Title	Credit Hrs.	Instructor's Signature (NOT REQUIRED FOR DROPS)	Date

I accept all responsibility for these actions.

Student's Signature

Advisor's signature (if required)

Dean's stamp(s) (if required)

TIME CONFLICT APPROVAL

Class #	Dept #1	Catalog #	Course Title	Credit hrs.	Conflicts With	Class #	Dept #2	Catalog #	Course Title	Credit hrs.
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Instructor's Signature (Dept #1) **Signature only for time conflict approval** Date

Instructor's Signature (Dept #2) **Signature only for time conflict approval** Date

EXCESS HOURS APPROVAL: Total semester hours

_____ have been approved.

Signature of Dean or Dean's Representative

(See Back for additional information)

Some Useful Information about Schedule Changes

Adjustment/Refund Schedule: See www.adddrop.ku.edu.

Contact Information:

Lawrence students: **Office of the University Registrar
Enrollment and Financial Aid Services
KU Visitor Center, 1502 Iowa St.
Lawrence, KS 66045-7594
785.864.4422
www.registrar.ku.edu
registrar@ku.edu**

Edwards Campus students: **The University of Kansas, Edwards Campus
Regents Center Building Reception Desk
12600 Quivira Road
Overland Park, KS 66213-2402
913.897.8400
edwardscampus.ku.edu**

Add/Enrollment Policy: Students will not be allowed to late enroll, add, change sections or increase credit hours after the 20th day of classes. Short and irregular courses have separate deadlines available at www.adddrop.ku.edu.

Drop Policy: Effective Fall 2008, the chart below reflects the drop policy:

	School	* Instructional Days 1-15	* Instructional Days 16-60	*Instructional Days 61+
For Full Semester Courses	ALL undergraduate and graduate schools except LAW school	Course Canceled	Graded W	No Drops Allowed
	Law School	Course Canceled	Course Canceled	Course Canceled
For Short and Irregular Courses	See www.adddrop.ku.edu regarding drop deadlines			

* Instructional days are when KU classes are in session, NOT just the days when your class meets.

Excess Hours Approval: Approval in this section is needed when you are exceeding the maximum credit hours per semester allowed for your school. See www.adddrop.ku.edu for the maximum number of hours you are allowed without approval.

Tuition and fee assessments: These are calculated as of the date you submit this form to either Enrollment and Financial Aid Services (KU Visitor Center, 1502 Iowa St.) or the Edwards Campus reception desk (Regents Center building).

Withdrawing from KU: If you want to drop all of your classes, please see www.withdraw.ku.edu for detailed instructions.