

**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.addrop.ku.edu](http://www.addrop.ku.edu) for specific dates.)

Fall  
 Undergraduate  
 Graduate  
 Spring  
 Summer

\_\_\_\_\_  Undergraduate  
\_\_\_\_\_  Graduate  
\_\_\_\_\_  Spring 20\_\_\_\_  
\_\_\_\_\_  Summer

Last Name  
**Action Code**

First M

Student ID #

School

**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 (121 Strong Hall) 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.addrop.ku.edu](http://www.addrop.ku.edu).

**D** **DROPPING Class(es)** Submit this form to the Enrollment and Financial Aid Services Office (121 Strong Hall) 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.addrop.ku.edu](http://www.addrop.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 Student Records Center (121 Strong Hall) 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 (121 Strong Hall) 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 approval before it will be processed. Submit this form to the Enrollment and Financial Aid Services Office (121 Strong Hall) 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.
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Instructor's Signature (Dept #1)					<b>Signature only for time conflict approval</b>					Date
Instructor's Signature (Dept #2)					<b>Signature only for time conflict approval</b>					Date

**EXCESS HOURS APPROVAL:** Total semester hours of

\_\_\_\_\_ 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](http://www.adddrop.ku.edu).

**Contact Information:**

**Lawrence students:** **Office of the University Registrar  
Enrollment and Financial Aid Services  
1450 Jayhawk Blvd, 121 Strong Hall  
Lawrence, KS 66045-7594  
785.864.4422  
[www.registrar.ku.edu](http://www.registrar.ku.edu)  
[kuregistrar@ku.edu](mailto:kuregistrar@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](http://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](http://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+
<b>For Full Semester Courses</b>	ALL undergraduate and graduate schools except LAW school	Course Canceled	Graded W	No Drops Allowed
	Law School	Course Canceled	Course Canceled	Course Canceled
<b>For Short and Irregular Courses</b>	See <a href="http://www.adddrop.ku.edu">www.adddrop.ku.edu</a> 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](http://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 the Enrollment and Financial Aid Services Office (121 Strong Hall) or Edwards Campus students (reception desk in the Regents Center building).

**Withdrawing from KU:** If you want to drop all of your classes, please see [www.withdraw.ku.edu](http://www.withdraw.ku.edu) for detailed instructions.