University of Kentucky College of Arts and Sciences
Add/Drop Course Form

Please note: We can only add/drop courses that you are enrolled in during the current semester. If the course you are adding has a time conflict with another course you are enrolled in, you will need to seek permission from both instructors.

Student Name: _____

UKID: _____

Student Signature: _____

Prior to submitting this form, please verify that you do not have holds on your account that would prohibit you from registering for a course.

Semester that you would like to add and/or drop course (Complete and Circle One):   Fall 20_____   Spring 20_____   Summer 20_____

Will adding this course take you over 19 credit hours (15 credit hours for students on academic probation)?   If yes, you will need to speak with your academic advisor and complete a credit limit exception form that will need to be submited with the add/drop course form.

ADD COURSES						
Prefix /Number	Section	Credit Hours	Professor	Grade Type	Are you currently on the waitlist for this course? (Yes/No)	Are you currently enrolled in a course that is offered at the same time as the course you wish to add? (Yes/No)
Ex. ENG 168	001	3	Dr. Smith	Letter		

DROP COURSES		
Prefix	Number	Section

Approvals

To be completed by course instuctor	
Instructor Name:	
Instructor Email:	
Instructor Signature:	
Date:	

To be completed by 2nd course instuctor (if applicable)	
Instructor Name:	
Instructor Email:	
Instructor Signature:	
Date:	

To be completed by the A&S Advising Office	
Date Received:	
Date Processed:	
Processed By:	

The completed form should be delivered to 202 Patterson Office Tower for further processing. Incomplete forms will not be processed. We will no longer accept an email from the instructor indicating permission for a student to be added to a course.