

# 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 submitted 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)
<i>Ex. ENG 168</i>	<i>001</i>	<i>3</i>	<i>Dr. Smith</i>	<i>Letter</i>		

DROP COURSES		
Prefix	Number	Section

### Approvals

To be completed by course instructor	
<b>Instructor Name:</b>	
<b>Instructor Email:</b>	
<b>Instructor Signature:</b>	
<b>Date:</b>	

To be completed by 2nd course instructor (if applicable)	
<b>Instructor Name:</b>	
<b>Instructor Email:</b>	
<b>Instructor Signature:</b>	
<b>Date:</b>	

To be completed by the A&S Advising Office	
<b>Date Received:</b>	
<b>Date Processed:</b>	
<b>Processed By:</b>	

**The completed form should be emailed to [asadvisingcenter@uky.edu](mailto:asadvisingcenter@uky.edu) for further processing. Incomplete forms will not be processed.**