

CLASS ADD/DROP & GRADE OPTION CHANGE FORM

Last _____ First _____ Middle _____
 UH Number: _____
 UH Number *or* UH Username

for: Fall 20____ Spring 20____ Summer 20____
 (Aug - Dec) (Jan - May) (May - Aug)

STUDENT: Use this form for all in-person class ADD, DROP, and CHANGE OF GRADE OPTION transactions at KISC. **Effective Fall 2015, you may completely withdraw from all classes online.** If you are a financial aid or veteran's affairs recipient, check with financial aid and veterans first for any consequences that may affect your benefits. Please see complete instructions on the backside of this form. **All transactions are subject to the \$5.00 change of registration fee.**

INSTRUCTOR(S): Your signature alone waives **ALL** restrictions to allow this student to register or audit your class. However, if you want only certain overrides to apply, circle the override(s) you are approving in the "Override Code" column.

ADD/CHANGE GRADE OPTION													<ul style="list-style-type: none"> To add class(es) after the add deadline, both instructor and department chair's signatures are required GRADE OPTIONS CANNOT BE CHANGED AFTER THE DEADLINE 							
Institution	CRN					CR	SUBJECT				NUMBER			Grade Mode (If not A-F)	Instructor's Signature	Department Chair's Signature	Override Code(s)			
KAP	3	1	2	5	8	3	E	N	G					1	0	0	See back for instructions	Instructor's Signature	Department Chair's Signature	
																				CP CO MJ PR SA TC
																				CP CO MJ PR SA TC
																				CP CO MJ PR SA TC
																				CP CO MJ PR SA TC

DROP													<ul style="list-style-type: none"> To drop class(es) after drop deadline, both instructor and department chair's signatures are required Complete withdrawal after drop deadline, approval from the Vice Chancellor for Student Affairs ('Ilima 205) is required* 							
Institution	CRN					CR	SUBJECT				NUMBER			Instructor's Signature	Department Chair's Signature					
KAP	3	1	2	5	8	3	E	N	G					1	0	0	Instructor's Signature	Department Chair's Signature		

If you are completely withdrawing from all classes this term, this section must be completed:

Major: _____
 Health Education majors require signature from _____
 Department Chair/Program Director/Department Counselor
 Student is allowed re-admittance to the _____ program in the following semester YES NO

Reason for withdrawal: Academic Difficulty (AD) Dissatisfied with classes (DS) Employment (EM)
 Financial Issues (FI) Health Problems (HE) Military Duty (MI) Personal (PR) Relocating* (RE)
 Other (OT) _____

Do you plan to re-enroll at Kapi'olani CC for the next semester? YES NO

If you are an international student on an F1 or F2 visa, go to 'Iliahi 107 for signature from _____
 Honda International Center staff member

If you completely withdraw for all classes before the beginning of the semester, you must reapply for admission.
 *Request and complete a change of address form to report new mailing and/or permanent addresses.

Student's Signature _____ Date _____



STUDENT CLASS ADD/DROP INSTRUCTIONS

During the registration period, all transactions may be processed via MyUH Online. For a listing of ADD/DROP and Complete Withdrawal deadlines, go to www.kapiolani.hawaii.edu (check the class availability link).

BEFORE the Class ADD/DROP and Complete Withdrawal deadline

- Use this form for all in-person class ADD/DROP
 - Take the completed class ADD/DROP form with the instructor's signature to KISC for processing
 - There is a \$5 ADD/DROP fee for all class ADD/DROP forms processed at KISC
 - There is NO ADD/DROP fee if you process the class DROP via MyUH Online

AFTER the Class ADD/DROP and Complete Withdrawal deadline:

- Use this form for all in-person class ADD/DROP
 - Take the completed class ADD/DROP form with the instructor's and department chair's signatures to KISC for processing
 - There is a \$5 ADD/DROP fee for all class ADD/DROP forms processed as KISC
- If you are completely withdrawing from all classes this term
 - See the Vice Chancellor for Student Affairs in 'Ilima 205 or call 734-9522 for an appointment.

GRADE OPTIONS

During the registration period, changing your grade option can be processed via MyUH Online. Log on to www.kapiolani.hawaii.edu (check the class availability link) to find the registration deadline.

Grade mode codes and instructions:

CR = Credit/No Credit

BEFORE the first day of the semester:

- Change your grade option online via MyUH, or
- Take the completed class add/drop form to KISC

AFTER the first day of the semester:

- Use this form for all in-person transactions
 - Take the completed class ADD/DROP form to KISC for processing
 - There is a \$5 fee for all ADD/DROP forms processed at KISC

AFTER the withdrawal deadline:

- **No grade option changes can be processed after the deadline.**

AU= Audit (all requests must be done in-person)

BEFORE and **DURING** the registration period:

- Take the completed class ADD/DROP form with the instructor's signature to KISC for processing.
- There is a \$5 fee for all class ADD/DROP forms processed as KISC

AFTER the withdrawal deadline:

- **No grade option changes can be processed after the deadline.**

INSTRUCTOR OVERRIDE INSTRUCTIONS

By merely signing in the appropriate column of the ADD section, an instructor gives approval for KISC to input all applicable overrides to enable the student to register for or audit the class. However, the instructor may also limit the type of overrides to be applied by signing **AND** circling the override code in the "Override Code" column. KISC will then only input the stated codes, and the student will not be able to register if other restrictions apply.

OVERRIDE CODES:

CP – allows registration beyond maximum capacity of class

CO – allows registration for student who is not concurrently enrolled in corequisite class(es)

MJ – allows a non-major student to enroll in a major-restricted class

PR – allows registration for student who did not meet the prerequisite(s) of the class

SA – allows registration for student who has received registration approval from appropriate party (academic advisor, academic dean, department, instructor, program director) as required by class set-up in Banner

TC – allows registration in class although the scheduled time conflicts with that of another class

EXAMPLES

ADD these classes										Grade mode if not A-F (AU CR)	INSTRUCTOR: Your signature below waives ALL restrictions to allow this student to register or audit your class. However, if you want only certain overrides to apply, see instructions on back, and complete next column▶	Apply only these overrides (see back)				
Institution	CRN					CR	SUBJECT						NUMBER			
KAP	1	2	3	4	5	03	I	T	S	2	1	9	Example One	PR		
KAP	9	8	7	6	5	04	J	P	N	S	1	0	2	CR	Example Two	CP
KAP	4	5	6	7	8	02	L	A	W	1	7	5	AU	Example Three	MJ, PR	

Example One will allow the student into the ITS 219 class although he/she does not have the prerequisite. However, if the class is closed, or the student is not enrolled in the corequisite course, registration would not be permitted.

Example Two will allow the student to take this JPNS 102 class (for credit/no credit instead of a letter grade) even though the class has already reached capacity, BUT registration will not be allowed if the student has not completed the prerequisite.

Example Three will allow a student who is not a Paralegal major to register in a LAW class normally restricted to Paralegal majors, as an auditor, even though the student has not completed the prerequisite, but not if the class is already at maximum capacity.