

CLASS ADD/DROP and GRADE OPTION CHANGE FORM

Student Name _____

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

UH Number/Username _____

Student: Please print. Use this form for **in-person** class ADD, DROP, and CHANGE OF GRADE OPTION transactions at KISC. If you are a financial aid or veteran's affairs recipient, check with financial aid and veteran's affairs 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 Add/Drop fee after the first day of instruction.

Instructor: 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.

International Student: If you are on an F-1 visa, go to 'Iliahi 107 for a HIC staff member's signature _____

ADD or CHANGE GRADE OPTION		Adding a class after the add deadline: Both instructor and department chair's signatures are required. Grade Option: Cannot be changed after the withdrawal deadline. You can change your CR/NC grade option <u>online</u> BEFORE the first day of the semester. On or after the first day of the semester, you will have to come in-person to KISC.										
Institution	CRN	CR	SUBJECT	NUMBER	Grade Mode (AUDIT, CR/NC)	Instructor's Signature	Department Chair's Signature	Override Codes				
KAP	3 1 1 5 4	3	E N G	1 0 0	<i>See back for instructions</i>	<i>Instructor's Signature</i>	<i>Department Chair's Signature</i>					
								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	Drop a class or completely withdraw <u>online</u> from the first day of open registration up until the withdrawal deadline. Dropping a class after the withdrawal deadline: Both instructor and department chair's signatures are required. Complete withdrawal after the withdrawal 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 1 5 4	3	E N G	1 0 0	<i>Instructor's Signature</i>	<i>Department Chair's Signature</i>					

Instructor/Department Chair/Counselor Comments (i.e. Exceptions, Health Education Majors, etc.): _____

If you completely withdraw from all classes before the beginning of the semester and plan to register in the following semester, please contact Admissions in 'Ilima 102, call (808) 734-9555, or email kapadm@hawaii.edu to request for re-admittance using your previous admissions application.

Student's Signature _____ Date _____

STUDENT CLASS ADD/DROP INSTRUCTIONS

During the open registration period, all Class ADD/DROP transactions may be processed online via STAR. For a listing of ADD/DROP and Complete Withdrawal deadlines, go to www.kapiolani.hawaii.edu and 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
 - 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 online.

AFTER the Class ADD/DROP deadline and **BEFORE** 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 at KISC

If you are completely withdrawing from all classes this term **AFTER** the Complete Withdrawal deadline:

- See the Vice Chancellor for Student Affairs in 'Ilima 205, call 734-9522, or email kapvcsa@hawaii.edu

GRADE OPTION INSTRUCTIONS & GRADE MODE CODES (If not Letter Grade A-F)

During the open registration period, changing your grade option can be processed via STAR. Log on to www.kapiolani.hawaii.edu and check the Class Availability link to find the registration deadline.

CR = Credit/No Credit (Instructor's signature is not required)

BEFORE the first day of the semester:

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

AFTER the withdrawal deadline:

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

ON or AFTER the first day of the semester:

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

AU = Audit (All requests must be done in-person and instructor's signature is required)

BEFORE and **DURING** the open registration period:

- Take the completed class ADD/DROP form **with the instructor's signature** to KISC
- There is a \$5 fee for all ADD/DROP forms processed at KISC (on or after the first day of the semester)

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 Codes" 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 co-requisite class

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

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

SA – allows registration for student who has received registration approval from the 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/NC)	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	
Institution	CRN					CR	SUBJECT					NUMBER				
KAP	1	2	3	4	5	1	I	T	S	1	2	9		Example One	PR	
KAP	9	8	7	6	5	4	J	P	N	S	1	0	2	CR/NC	Example Two	CP
KAP	4	5	6	7	8	3	A	R	T	1	0	5	AU	Example Three		

Example One will allow the student into the ITS 129 class although he/she does not have the prerequisite. However, if the class is closed, or the student is not enrolled in the co-requisite course, registration would not be permitted.

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

Example Three will allow the student to register in this ART class for audit grade mode instead of a letter grade mode and the instructor's signature is required.