# CLASS ADD/DROP and GRADE OPTION CHANGE FORM

**Student Name** ____________________________________________________________________

**UH Number/Username** ___________________________________________________________

**Fall 20 _____ (Aug-Dec)**

**Spring 20 _____ (Jan-May)**

**Summer 20 _____ (May-Aug)**

**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.

**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 **online 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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Grade Mode (AUDIT, CR/NC)</th>
<th>Instructor’s Signature &amp; Date</th>
<th>Department Chair’s Signature &amp; Date</th>
<th>Override Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP 3 1 1 5 4 3 E N G 1 0 0</td>
<td>See back for instructions</td>
<td>Instructor’s Signature &amp; Date</td>
<td>Department Chair’s Signature &amp; Date</td>
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## DROP

**Drop a class or completely withdraw online** from the first day of 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 (‘Ilia 205) is required.

<table>
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<tr>
<th>Institution</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Instructor’s Signature &amp; Date</th>
<th>Department Chair’s Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP 3 1 1 5 4 3 E N G 1 0 0</td>
<td>Instructor’s Signature &amp; Date</td>
<td>Department Chair’s Signature &amp; Date</td>
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Instructor/Department Chair/Counselor Comments (i.e. Exceptions, Health Education Majors, etc.): ____________________________________________________________________

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

**Student’s Signature** ___________________________________________  **Date** ________________

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**FOR OFFICE USE ONLY**  Credits remaining after this transaction _______________  Banner Input by/date _______________

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Rev. 4/26/18
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 as 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.

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.

OVERCREATE 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**

<table>
<thead>
<tr>
<th>Institution</th>
<th>CRN</th>
<th>CR</th>
<th>SUBJECT</th>
<th>NUMBER</th>
<th>Grade mode if not A-F (AU, CR/NC)</th>
<th>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.</th>
<th>Apply only these overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Example One</td>
<td>PR</td>
</tr>
<tr>
<td>KAP</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Example Two</td>
<td>CP</td>
</tr>
<tr>
<td>KAP</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Example Three</td>
<td></td>
</tr>
</tbody>
</table>

**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.