

Some Useful Information About Schedule Changes

① **Adjustment/Refund Schedule:** See www.adddrop.ku.edu.

① **Contact Information:**

Lawrence students: Office of the University Registrar
 Student Records Center
 1450 Jayhawk Blvd, 151 Strong Hall
 Lawrence, KS 66045
 785.864.4422
www.registrar.ku.edu
kuregistrar@ku.edu

Edwards Campus students: The University of Kansas, Edwards Campus
 Regents Center Building Reception Desk
 12600 Quivira Road
 Overland Park, KS 66213
 913.897.8400

① **Add/Enrollment Policy:** Students will not be allowed to late enroll/add/change sections/increase credit hours after the 20th day of classes. Late enroll/add/change sections/increase credit hours in short or irregular classes will not be allowed once 25% of the class sessions have met. See www.adddrop.ku.edu for deadlines.

① **Drop Policy:** Effective Fall 2008, the chart below reflects the drop policy:

	School	*Instructional Days 1-15	*Instructional Days 16-60	*Instructional Days 61+
For 15 Week Courses	ALL undergraduate and graduate schools except LAW school	Course Canceled	Graded W	No Drops Allowed
	Law School	Course Canceled	Course Canceled	Course Canceled
For Short and Irregular Courses	See www.adddrop.ku.edu regarding drop deadlines			

*Instructional days are when KU classes are in session, NOT just the days when your class meets.

① **Excess Hours Approval:** Approval in this section is needed when you are exceeding the maximum credit hours per semester allowed for your school. See www.adddrop.ku.edu for the maximum number of hours you are allowed without approval.

① **Lawrence Students:** You will receive a printed copy of your schedule after the changes have been processed. Please review your schedule for accuracy before you leave the Student Records Center.

① **Tuition and fee assessments:** These are calculated as of the date you submit this form to either the Student Records Center (151 Strong) or Edwards Campus students (reception desk in the Regents Center building).

① **Withdrawing from KU:** If you want to drop all of your classes, please see www.withdraw.ku.edu for detailed instructions.