



Add/Drop Form

This form can only be used through the end of final exams week for the current term or for future terms. Check the academic calendar on the Office of the Registrar Web site for specific add and drop deadlines. Students wishing to add/drop after the published deadlines must petition to their home academic unit for an exception to normal academic policy. Forms submitted after the published deadlines must be accompanied by an appropriate, approved petition.

Student Number: _____ Student Name: _____

Major: _____ Semester/Year: _____

Look-up the information below in the schedule of classes available on Pathway.

Add, drop, or edit (Select one)	Class Number (5 digits)	Subject & Course Number (eg. ENGLISH 110)	Course Title (eg. Introduction to Academic Prose)	Cr Hr	Instructors: Initial in the column to indicate what you are giving a student permission to do, then sign at the end of the row.				
					Late Add	Audit	Consent Req'd	Closed Class*	Instructor Signature <i>Required after the first week.</i>
Add / Drop / Edit									
Add / Drop / Edit									
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Add / Drop / Edit									
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Add / Drop / Edit									

Mark through any unused lines above.

Total Credit Hours: _____

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Required if your academic unit requires advising, on all audit, consent, or after the first week of the term.

For course adds with time conflicts, please obtain permission from both instructors.

Please Submit Form to:
UMKC Central for student drop off or secure file upload: Upload via Pathway student Center, click the secure file upload and follow prompts.
Fax to: 816-235-5513
registrar@umkc.edu
www.umkc.edu/registrar

*The room in which the class is scheduled must have capacity to accept students over the enrollment capacity.

Processed by: _____ Date: _____

Online registration: pathway.umkc.edu

Updated: February, 2024