Undergraduate Course Adds

Keywords:	course, registration, course adds				
Policy Number:	To be assigned				
Originally Issued:	Prior to 2010	**Revised:**	Spring 2012	**Effective Catalog Cycle:**	Fall 2012
Approved by:	Provost	**Executive Sponsor:**	Provost	**Responsible Office:**	registrar@umkc.edu

I. Policy Statement

- Eligible students may register during the registration period that is announced in Pathway and via UMKC e-mail.
- Students who are not registered will not receive academic credit and cannot attend classes.
- All registration and changes in registration must be processed by the UMKC Registration and Records Office either in person or by using an approved electronic format such as Pathway.
- A class schedule is published in Pathway prior to each semester and lists courses offered, meeting times and locations. The University reserves the right to cancel any course listed in the schedule without notice.

Adding a Class:

- Students may add a class to their official records at any time through the first week of classes for a regular session.
- Students who are not enrolled at the time a semester begins are subject to an additional fee.
- Additions of courses after the first week of classes are deemed unusual and therefore require the approval and signatures of advisors and the instructor of record.

II. Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III. Who Should Read this Policy?

All faculty; Academic advisors; All students

IV. Instructions, Procedures and Related Information

UMKC add-drop form (http://www.umkc.edu/registrar/forms/add_drop.pdf); UMKC academic calendar (http://www.umkc.edu/registrar/acal.asp)

V. Contacts

UMKC Registrar's Office: **Website**: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

VII. History & Updates

None

VIII. Appendices

None