KUAIS Student Add/Drop Program

Course Add/Drop process will be held electronically via KUAIS between 16 - 18 February, 2011. There have been various improvements added to the Add/Drop Program, and it aims to be more efficient and useful for our students.

You will see your course schedule on the screen. The course selections that you make will automatically be reflected on your schedule.

The Add/Drop screen consists of various grids including courses assigned by Registrar’s Office, electives, if available D Repeat courses as well as PS/DS/LABs. The courses listed on the screen display the course code, date and time of the course, name of the instructor, the capacity of the course and the number of registered students.

You can click on the “Course Details” link to get more information about a course that you have selected.
Courses Assigned by Registrar’s Office:
This section displays Core and Required Area Courses have been assigned to you by the Registrar’s Office for the term you are registering. In this section, you can either:

a) change a course section under “Course section to be selected” by selecting the desired course section from the drop-down boxes or;

![Course section to be selected](image1)

b) change some of the Core and Required Area courses by using Add/Drop Program. On the basis of the course rankings in your curriculum, the course sequence that you are in is determined according to your total credit towards graduation. From this point, the courses within the 5 rows up and 5 rows down range are determined, and you will be able to change with the Core and Required Area courses within this range under “Course Change”

![Course Change](image2)

If Core and Required Area courses that you want to change are outside of the defined range, you can apply to your Dean by submitting a petition and listing these courses through KUAIS. In the case of the electronic approval by the Dean, these courses will be added to the list of courses in the Add/Drop program. You will still be able to do the related procedures of the approved courses for Add/Drop by the Office of the Dean over KUAIS.

The total number of assigned Core and Required Area courses will remain the same irrespective to the changes you have made.

You can only make a section change for the repeat courses given after F, W, or L grades. Similarly, COMM 101 and COMM 102 courses will not be allowed to be changed.

Your changes will be updated in your course schedule automatically. If you need to cancel any of your changes, simply click the cancel button (  ) of that row to revert your changes.
Electives:
This section displays General Electives as well as Core/Required Area Courses that you can take as electives. In this section, you can either:

a) change a course section under “Elective Course” by selecting the desired course section from the drop-down boxes or;

b) select another elective course or replace it with another Core/Required Area course within the defined range. Before you can select those, you need to specify the course type (e.g., “Electives”, “Core/Req Area”) under “Course Type”. Based on the course type you choose, the corresponding drop-down box will be populated with courses that you can select from.

Your changes will be updated in your course schedule automatically. If you need to cancel any of your changes, simply click the cancel button of that row to revert your changes.

D Repeats:
If you are on probation, you may need to repeat your D/D+ courses that based on the decision of the Faculty Board. These courses have been listed under the D Repeats section. In this section, you can either:

a) change a course section under “D Repeat Course section to be selected” by selecting the desired course section from the drop-down box or;

b) select a replacement Core/Required Area course with a D/D+ grade under “D Repeat Change” from the drop-down box.
Your changes will be updated in your course schedule automatically. If you need to cancel any of your changes, simply click the cancel button (️) of that row to revert your changes.

**PS/DS/LAB:**
This section displays the PS/DS/LAB sections based on your core, area, and/or elective course selections on the screen. You can select the desired PS/DS/LAB sections by clicking the drop-down boxes under “Problem/Discussion/Lab Session to be selected”.

In order to complete the Add/Drop process and save your changes, click on the “Accept Changes” button.

**Important Note:** For courses with errors such as time conflict, capacity limit, and consent requirement, you will be automatically warned by a pop-up window. Additionally, any error messages will be shown on the screen marked in red. You may take action to correct these errors before proceeding further. If required, please also make sure to select a PS/DS/LAB section in order to complete the Add/Drop process successfully.
FAQ

1) Which students are eligible to take course overload?
   a) students, whose GPA is greater than 2.00,
   b) students, who have 12 or less courses left in order to graduate (this number is 14 for Law students).

2) How many General Elective Courses can be taken?
   A student can take up to two (2) general elective courses (e.g., Arts, Music, and some of the MAVA courses) throughout his/her education at KU.

3) Can D/D+ courses be taken in order to improve the grade?
   These courses can be taken during the Add/Drop period if there is availability. However, the credits of these courses cannot be added towards the graduation credit.

4) Can the courses with C – (minus) grades be retaken in order to improve the grade?
   Students can write a petition to their Dean of the Faculty, and if approved, these courses can be retaken during the Add/Drop period if there is availability.

5) What does Audit mean? How to audit courses?
   Auditing a course allows a student to take a class without benefit of a grade or credit from the course. Students, who have chosen the minimum number of courses that they need to take for the term that they are registering, can take additional courses as an audit. The course is offered only on a space-available basis with the signed approvals of both the instructors of the course and Academic Advisors. A permit to audit must be completed and returned to Registrar’s Office during Add/Drop period.

6) Can students, who are on probation withdraw from their D/D+ courses?
   If students who are on probation would like to withdraw D/D+ courses from their course schedule, they can write a petition to their Dean of the Faculty. Once the petition has been approved, the course will be dropped from their course schedule by Registrar’s Office.