

Office of the Registrar

registrar@ksu.edu

Academic & Classroom Scheduling
Office of the Registrar
118 Anderson Hall
Manhattan, KS 66506

All holds must be cleared prior to processing this form.

Student Information	
Last Name, First Name, MI	WID (found in the upper left corner of your ID card)
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Today's Date:

Student Signature: _____

Action Requested						
	Course Career (UG, GR, VM)	Class No. (5-digit)	Course Subject (ENGL, etc.)	Course No. (3-digit)	Units (credit hrs.)	Grade Base (A/P/F or G)
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ADD Courses

Instructor consent is required to add a course and must be given electronically in KSIS by the academic department that owns/teaches the course.

EDIT Courses

Typically utilized to change variable units or grade base of a course.