Kenyon College

Office of the Registrar

Edwards House Kenyon College Gambier, Ohio 43022-9623 740-427-5122 phone 740-427-5615 fax

May 6, 2020

Drop/add is May 6-13. You will need to submit your enrollment change request through the form <u>online</u>. Authentication with Duo is required.

Your submitted form will be reviewed by your advisor and must be approved by them before the Registrar's Office will receive the form. Your advisor will expect you to connect with them before receiving the notification from the system.

The form requires you to include the CRN, subject, course number and section, and credit amount for the courses you are dropping and adding. **Individual studies, music lessons, ensembles and honors cannot be added with this form.**

Emails from course instructors will not be accepted. Overrides must be entered online by instructors.

Additional schedule changes can be done during the first seven class days of the fall semester. This includes adding a fifth 0.50 unit class, audits and individual studies.