Add a Course, Audit a Course, Change Grading Option

UNIVERSITY of HAWAIʻI® MĀNOA

Please scan and email your completed form to the Office of the Registrar at uhmrec@hawaii.edu.

This form should be used for students who are requesting to add a course or change a course grading option **after the add period has ended**. This form should also be used for students who are requesting to audit a course. This form is **NOT** to be used for Outreach College Extension courses or for Summer courses. Holds on your account must be cleared before changes can be made.

STUDENT INFORMATION - Please write legibly in blue or black ink

SEMESTER AND YEAR: _____ LEVEL (check one): UNDERGRADUATE GRADUATE

FULL NAME (Last, First, M.I.): _____ UH ID OR USERNAME: _____

ADD A COURSE OR CHANGE A GRADING OPTION AFTER THE DEADLINE

CRN	SUBJECT	NUMBER	CREDITS*	CHANGE GRADING OPTION LETTER A-F OR CR/NC	REQUIRED BY INSTRUCTOR: INSTRUCTOR'S SIGNATURE	REQUIRED BY INSTRUCTOR: DATE SIGNED

*If you are increasing the number of credits for a variable credit course, enter the total amount of credits you would like to be registered for.

REQUIRED APPROVALS

STUDENT SIGNATURE: _____ DATE: _____

GRADUATE PROGRAM CHAIR **(Graduate Students Only)**:_____ DATE: _____

SCHOOL/COLLEGE STUDENT ACADEMIC SERVICES: _____ DATE: _____
Undergraduate Students should see their School or College Advising Office: https://manoa.hawaii.edu/undergrad/advising
Graduate Students should see the Graduate Division at Spalding Hall 3rd Floor for approval.

AUDIT A COURSE

Auditors are regularly admitted students who register, with the consent of the instructor, for informational instruction only and who receive no credit. They do not take course examinations and the extent of their classroom participation is at the instructor's discretion.
- Please first check with the department to see if the course can be taken with the audit grading option.
- Audited courses are entered on the student's transcript with a grade of "L" and are subject to regular tuition and fee charges.
- Once you change the grading mode to "audit" you may not change back to the A-F or CR/NC option unless you have written permission from the instructor.

CRN	SUBJECT	NUMBER	CREDITS	INSTRUCTOR'S SIGNATURE REQUIRED

STUDENT SIGNATURE: _____ DATE: _____

REQUIRED APPROVALS

- After the deadline to add courses online has ended, school or college approval is required for all students.

GRADUATE PROGRAM CHAIR **(Graduate Students Only)**:_____ DATE: _____

SCHOOL/COLLEGE STUDENT ACADEMIC SERVICES: _____ DATE: _____
Undergraduate Students should see their School or College Advising Office: https://manoa.hawaii.edu/undergrad/advising
Graduate Students should see the Graduate Division at Spalding Hall 3rd Floor for approval.