



## Instructions

To **ADD** a class: follow the instructions distributed by the Record's Office during Add / Drop.

To **DROP** a class: follow the instructions online at [www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/](http://www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/)

To **WITHDRAW FROM SCHOOL**: follow the instructions online at  
[http://bluegrass.kctcs.edu/Registrar/Withdrawal\\_Policy](http://bluegrass.kctcs.edu/Registrar/Withdrawal_Policy)

Note: No change of a class schedule is official until all paperwork has been completed and submitted to the Records Office.

The date this form is received and signed in the Record's Office is the official date of a class schedule change.

Please retain the yellow copy for your records.