Adding a GEN 104/MAT 55 or 65 class:
Before first day of class: If the class you need is closed, place yourself on the wait list and space will be made for you if possible. Be sure you have not enrolled in another class that creates a time conflict for this one. Be sure that, with this class, your total credit hours for the semester do not exceed your limit. (The registrar may have pre-registered you in a 00 section of the class. You should first drop that section before adding another section.)

Once classes begin: If the class you need is closed, request the instructor’s signature on this form, along with the Department Head’s signature, date, and the Department stamp.

Dropping a class after the published “Last Date to Withdraw”: You must request the instructor’s signature on this form, along with the Department Head’s signature, date, and the Department stamp. Do NOT use the A&S Appeals Form.

*****If you withdraw, you must re-enroll in this course (or a lower level MAT course) for next semester. *****

If you placed (with ACT or COMPASS score) into a Math Pathways course, UofL requires that you enroll in that course within the first two semesters at UofL and that you continue to enroll in a Math Pathways course every semester until credit for GEN 104 has been earned. Then you must immediately enroll in a 100-level Math course the following semester.

Once you have obtained the instructor’s signature and the Pathways Department Head’s signature and stamp, submit this form to the Registrar’s Office in Houchens, LL31. The REACH Front Desk (SK126) can assist with this process if the Department Head is not available.