

Add/Drop Courses

This window will allow an advisor to register a student for courses or to drop a student from a course.

- ❖ In the **Advisee List**, click on the student's name.
- ❖ The **Advisee Details** window will display.
- ❖ Under **Registration**, click the **Add/Drop Courses** link.
- ❖ The **Add/Drop Courses** window will display (see illustration below).

Term: Program:

You do not have permission to register at this time. Advisor registration is open from 09/22/2009 to 05/10/2010.
You are currently registered for **16 credits**.

Add by Course Code

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	<input type="text"/>	Course Code:	<input type="text"/>
1.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	6.	<input type="text"/>

- ❖ Select the registration term from the **Term** list.
- ❖ Select either **Graduate** or **Undergraduate** from the **Program** list.

ADD COURSES

- ❖ Under **Add by Course Code**, input the course that is to be added, such as CIS150-AA.
- ❖ When the program code is input, a list of courses that are available for that program will appear.
 - Click the course that is to be added.
 - Click the arrow at the bottom of the list to locate additional courses.
- ❖ Continue this process until all the courses have been added.
- ❖ Click the **Add Course(s)** button (see illustration on previous page).
- ❖ The course(s) should appear in the **Your Schedule** list.

SEARCH FOR COURSES

If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.

- ❖ Click the **Course Search** tab next to the **Add by Course Code** tab.
- ❖ The **Course Search** window will display (see illustration below).

Title:

Course Code:

Term:

Department:

Program:

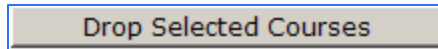
[More Search Options](#)

- ❖ Input information into the appropriate box for the search.
- ❖ The Title and Course Code have four options available for the search. These are:

- **Begins with** – The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
- **Ends with** – The course Title or Course Code must end with the specified information, such as 421.
- **Exact Match** – The text input into the box must match exactly the Title or Course Code.
- **Contains** – The Title or Course Code information must contain the specified data.
- ❖ Click the **Search** button.
- ❖ Click the **More Search Options** link to apply additional search criteria.
- ❖ Information about the course will appear in the **Results** window.
- ❖ Click the **Drop/Add Courses** link to return to the **Add/Drop Courses** window.
- ❖ Input the **Course Code** into the **Course Code box** to specify the course that is to be added.

DROP COURSES

- ❖ Click the check box next to the course that is to be dropped.
- ❖ Click the **Drop Selected Courses** button (see illustration below).



- ❖ The course will be removed from the list.

NOTE: Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.