

# Add/Drop Class eForm - For Late Registration Only

This form should only be used when open class registration is not available through My Student Center.

You can use this form to modify your enrollment by:

- Adding a class
- Dropping a class
- Swapping two classes (i.e. dropping one class in order to add another class)
- Modifying semester credit hours for an eligible class

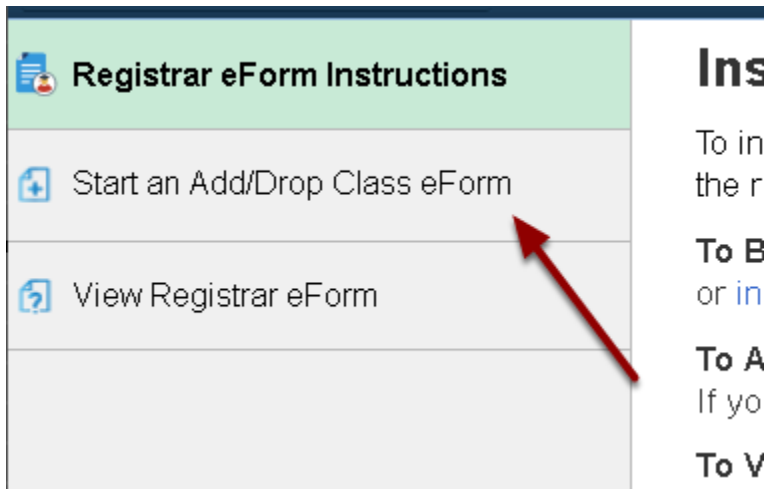
## 1. Log into My Student Center

Reference [How to Log into My Student Center](#) for instructions on logging in.

## 2. Click on the Registrar Forms tile



### 3. Select 'Start an Add/Drop Class eForm'



### 4. Select a term

 You cannot modify your enrollment in a term that has been completed.

#### Term Selection

Select a term and program in which you want to modify your enrollment.

Note: Terms that have passed are no longer eligible for modification.

\*Select Term/Program:

## 5. Select Add, Drop, Swap, or Modify

Request Modification to Enrollment

### Request Modification to Enrollment

Select whether you would like to

If you need to do multiple actions

Add a Class
Drop a Class
Modify Class Credit Hours
Swap Classes

Swap one class for another cl

ple forms.

\*Select an action:

## 6. Select and Update Class Information

### Add a Class

#### 6.1. Click the look up icon

### Add a Class

Click the magnifying glass look up icon to search for your class.

If you have any issues in finding the class number (e.g. 1244), you can [click here](#)

\*Class Number

0

## 6.1.1. Use the Search Criteria to search and select your class

**▼ Search Criteria** [Show Operators](#)

Class Nbr (begins with)

Subject Area (begins with)

Catalog Nbr (begins with)

Course Name (begins with)

Class Section (begins with)

Search using any available criteria

**▼ Search Results**

12 rows

Class Nbr	Subject Area	Catalog Nbr	Course Name	Class Section	Session Name
1162	ANES	4002	Critical Care		Week Block 7
1327	ANES	4002	Critical Care		Week Block 9
1484	ANES	4002	Critical Care	8	4 Week Block 8
1650	ANES	4002	Critical Care	2	4 Week Block 2

Click on a row to select the class

## 6.1.2. (If a variable unit class) Update the credit hours

**Start Date** 07/08/2019

**Minimum Units** 1.00


**Credit Hours**

**End Date** 12/13/2019

**Maximum Units** 9.00

## Drop/Modify a Class

### 6.1. Select a class using the drop down

 Only your enrolled classes appear in this drop down.

## Drop or Modify a Class

If you want to **drop or swap** a class:

- Select a class from the list of your currently enrolled classes that you want to drop or swap.

If you want to **modify** the credit hours of a class:

- Select the class from your list of currently enrolled classes.
- Modify the number in the New Credit Hours field.

Drop down shows all enrolled classes

\*Select Class:

## 6.2. (If modifying) Update the New Credit Hours value

If you want to **modify** the credit hours of a class:

- Select the class from your list of currently enrolled classes.
- Modify the number in the New Credit Hours field.

\*Select Class: IBMS 7099.8GRD - Diss

Session Graduating Student Session

Subject Area IBMS

Course Title Dissertation

Start Date 01/07/2019

Minimum Hours 1.00

Enrolled Credit Hours 3.00

Class Number 1691

Catalog Number 7099

Class Section 8GRD

End Date 05/10/2019

Maximum Hours 12.00

New Credit Hours 3.00

## Swap a Class



A swap is a class that is being added and a class that is being dropped.

Reference sections on Adding and Dropping classes.

## 7. (Optional) Leave a Comment

**!** Comments can be seen by all reviewers, become a part of your student record, and cannot be deleted.

Click the heading to expand the text box.

Enrolled Credit Hours 3.00

**▼ Comments**

You can put a comment here.

Comments are optional.

Search Submit

## 8. Click Submit

**i** You will receive an email confirmation as soon as you click Submit.

Course Title Clinical Foundations

Start Date 06/25/2018

Enrolled Credit Hours 3.00

**► Comments**

Search Submit

## 9. (Optional) Review Workflow and Follow Up on Status

Review instructions for [Reviewing the Status of an eForm](#)