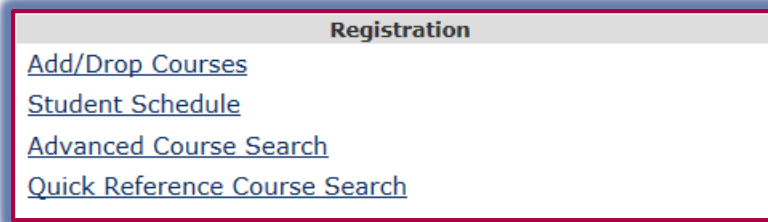


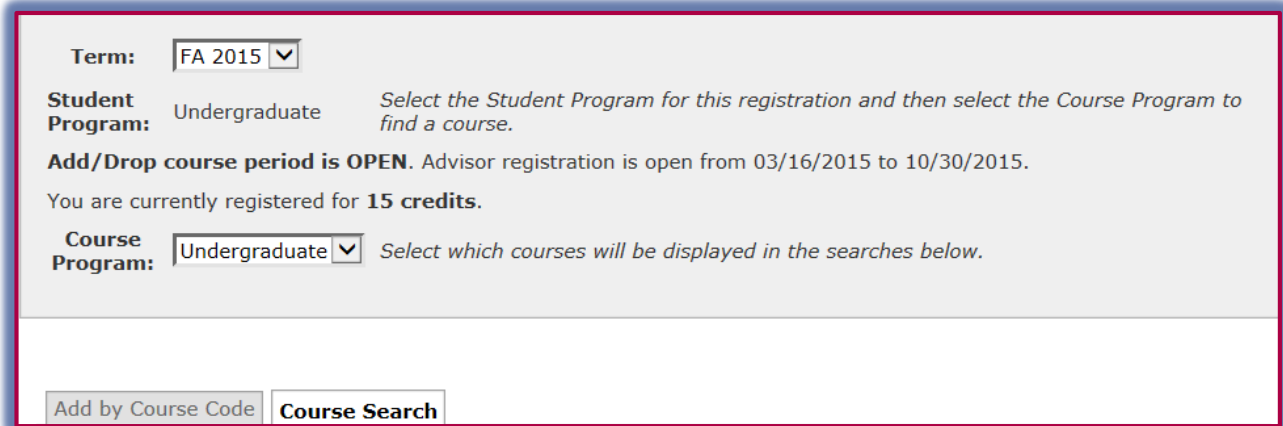
Advisor Tools-Add/Drop Courses

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

- ✚ Under **Registration**, click the **Add/Drop Courses** link (see illustration below).



- ✚ The **Add/Drop Courses** window will display (see illustration below).

A screenshot of the 'Add/Drop Courses' window. At the top, there is a 'Term:' dropdown menu set to 'FA 2015'. Below that, the 'Student Program:' is set to 'Undergraduate', with a note: 'Select the Student Program for this registration and then select the Course Program to find a course.' A status message reads: 'Add/Drop course period is OPEN. Advisor registration is open from 03/16/2015 to 10/30/2015.' Below this, it says 'You are currently registered for 15 credits.' The 'Course Program:' dropdown is set to 'Undergraduate', with a note: 'Select which courses will be displayed in the searches below.' At the bottom, there are two buttons: 'Add by Course Code' and 'Course Search'.

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

Add Courses

- ✚ Under **Add by Course Code**, start inputting the course code for the course that is to be added, such as BAM218.
- ✚ A dropdown list of courses that match the code will appear.
- ✚ Select the course code and section number for the course.
- ✚ Input the section in the appropriate box.
- ✚ Click the **Add Course(s)** button (see illustration on next 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).
- ✚ 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.

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: Course Code:

1. 2.

3. 4.

5. 6.

Add by Course Code

Title:

Course Code:

Term:

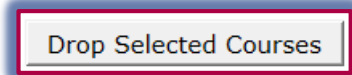
Department:

[More Search Options](#)

- ✚ Select the **Term** which is to be searched. The default is the current term.
- ✚ Select the **Program**. The options are **Undergraduate** and **Graduate**.
- ✚ 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 at right).
- ✚ 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.