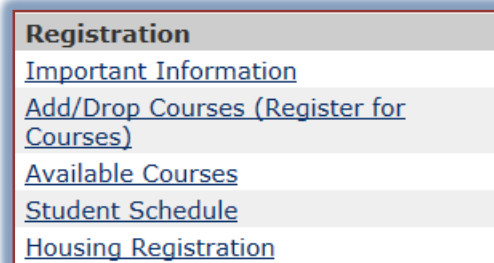


Registration-Add/Drop Courses (Register for Courses)

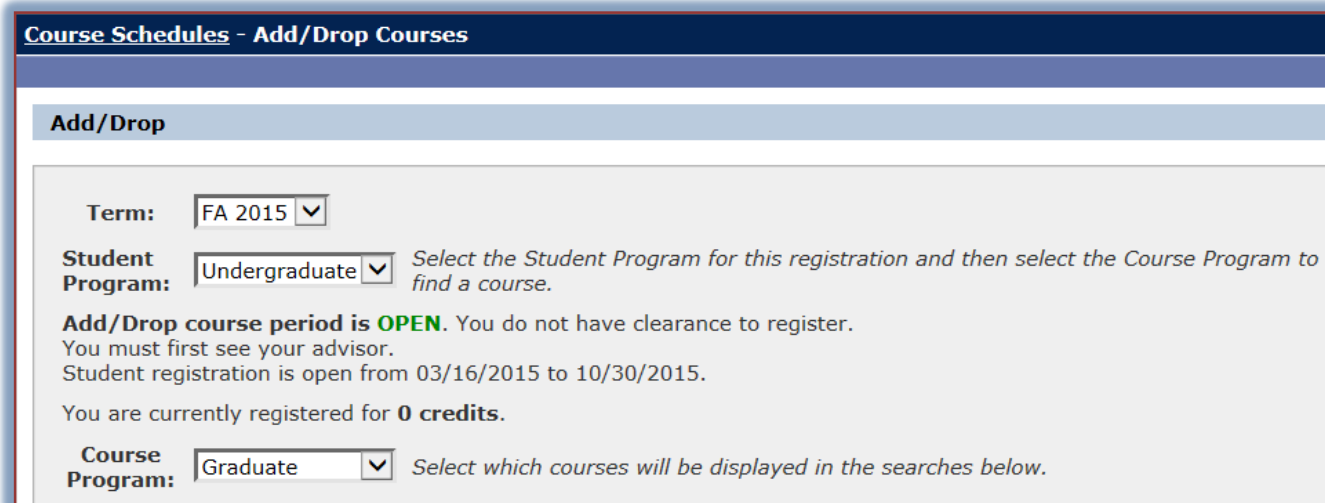
This area is used to add a course to your schedule, to change a course, or to drop a course.

Add a Course

- ✦ Click the **Add/Drop Courses (Register for Courses)** link in the **Registration** category under **My Tools**.



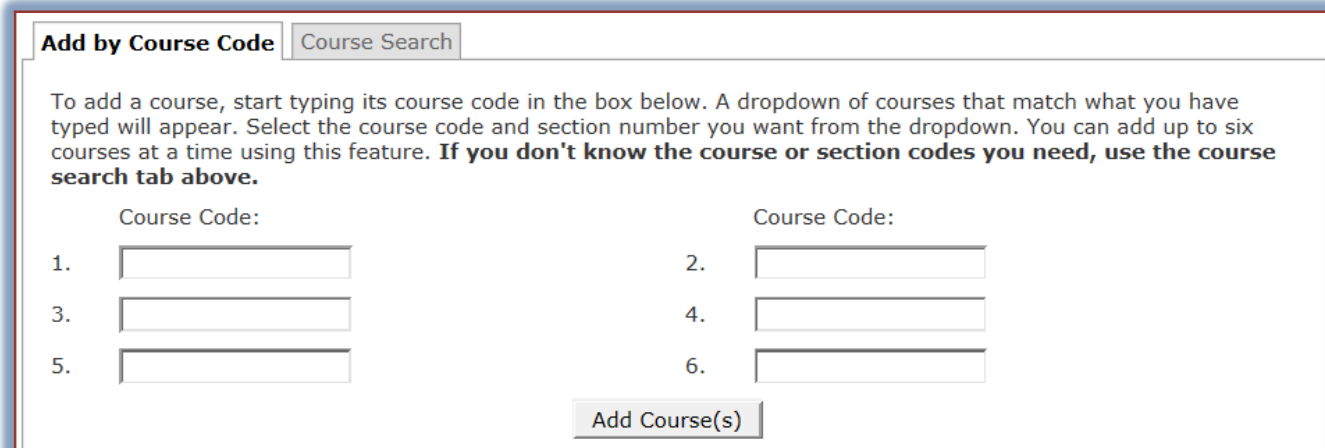
- ✦ The **Course Schedule - Add/Drop Courses** window will display (see illustration below).



The screenshot shows the "Course Schedules - Add/Drop Courses" window. It has a header "Add/Drop" and contains the following information:

- Term:** FA 2015 (dropdown menu)
- Student Program:** Undergraduate (dropdown menu) *Select the Student Program for this registration and then select the Course Program to find a course.*
- Add/Drop course period is OPEN.** You do not have clearance to register. You must first see your advisor. Student registration is open from 03/16/2015 to 10/30/2015.
- You are currently registered for **0 credits**.
- Course Program:** Graduate (dropdown menu) *Select which courses will be displayed in the searches below.*

- ✦ In the **Term** list, select the term for which you are registering.
- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ✦ Under **Add by Course Code**, start inputting the **Course Code** that is to be added, such as BAM.



The screenshot shows the "Add by Course Code" section. It includes a "Course Search" button and the following text:

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.**

Below the text are six input boxes for "Course Code":

1.
2.
3.
4.
5.
6.

At the bottom is an "Add Course(s)" button.

- ✦ 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 above).
- ✦ 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.
- ✦ 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 **Add/Drop 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.