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).

- 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.
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.