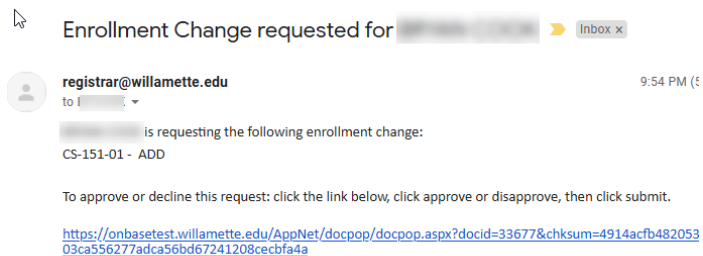


Add/Drop Process for Faculty

We've said goodbye to your old friend the Enrollment Change form!

Students may now request schedule changes directly in SAGE and those requests will be routed to you for instructor or advisor approval.

Once a student submits a schedule change request in SAGE, you'll receive an email notification.



Click on the hyperlink in the message to access the change request form. Be aware that we have limited licenses to this new system, so if you get an error message, please just try again later. We're aware of it and are working on resolving this issue.

Whether you are the instructor of the course or the student's advisor will determine which section of the form is available to you.

The screenshot shows the enrollment change request form. It has three main sections: "Instructor Approval", "Advisor Approval", and "Registrar Approval". Each section has "Approve Change" and "Disapprove Change" buttons. The "Instructor Approval" section shows "Instructor Approval by [redacted]@willamette.edu on 08/20/2020". The "Advisor Approval" section shows "Advisor Approval by [redacted]@willamette.edu on 08/20/2020". The "Registrar Approval" section shows "Registrar Office Approval on 8/20/2020 10:10:58 PM". At the bottom, there is a "Submit" button.

Click Approve Change or Disapprove Change.

Click Submit. There is a pop-up confirmation, but if you blink, you might miss it!

Close the browser tab.

Note that you'll get reminder emails every 24 hours that requests sit in the system. We'll probably prompt more frequent emails in the hours leading to the add/drop deadline!