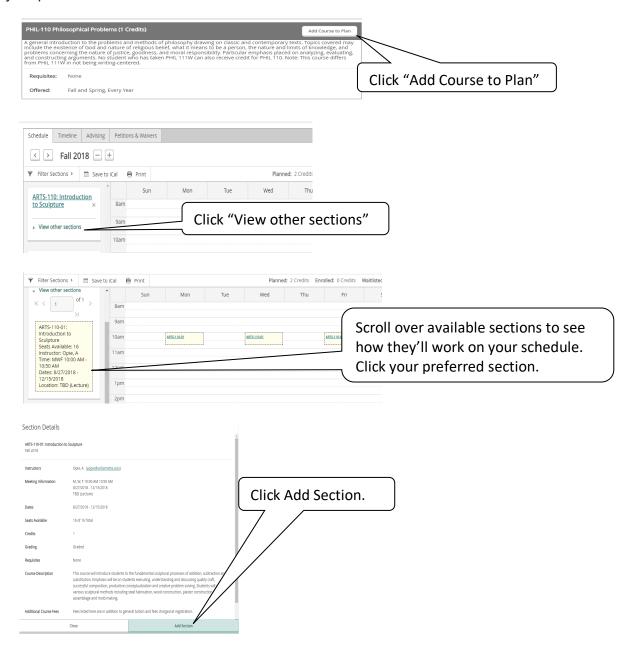
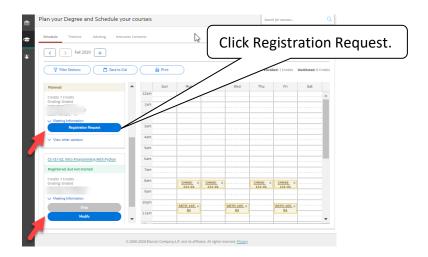


## **Add/Drop Process for Students**

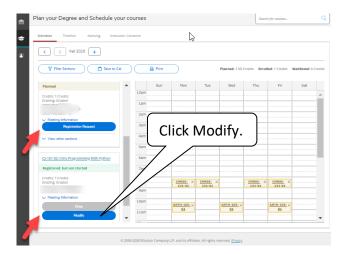
Access the form via Self-Service.

To **ADD** a course, Add it to your plan:





To **DROP** a course from your schedule; To **CHANGE** from credit to <u>AUDIT</u> status; or To **CHANGE** the number of credits for a course (if applicable), Click "Modify"



This process handles single class transactions, so you'll need to do 2 transactions for co-requisite courses (e.g. a lecture and lab).

You'll see a form prefilled with your information.

Select the advisor to whom we should route your request and a change action if you are doing a **Modify** transaction.



Once submitted, you'll receive an email with a link to view the request as it moves through our processing workflow.



Once processing is complete you'll receive email notification and you'll see the change on SAGE.