Add/Drop Process for Students

Access the form via Self-Service.

To ADD a course, Add it to your plan:

1. Access the form via Self-Service.
2. To ADD a course, Add it to your plan:
3. Click "Add Course to Plan".
4. Click "View other sections".
5. Scroll over available sections to see how they’ll work on your schedule. Click your preferred section.
6. Click Add Section.
To **DROP** a course from your schedule;
To **CHANGE** from credit to **AUDIT** 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.