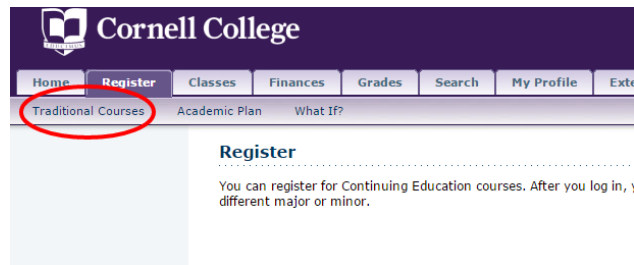
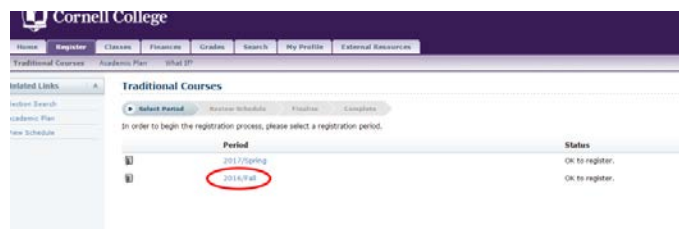


## Adding/Dropping a course

1. After logging in to Self Service, you can begin the add/drop process by selecting the Registration tab. Then click the “Traditional Courses” heading.

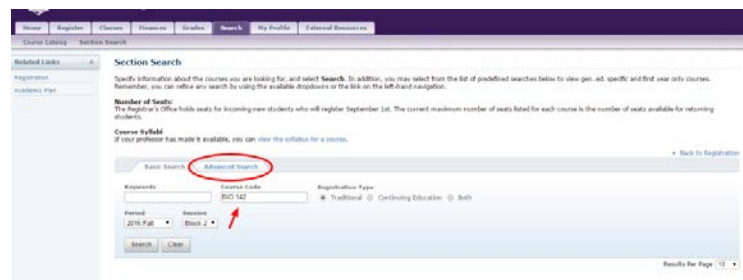


2. You will be asked to select a Registration period. Select the period that coincides with the block you want to make changes in.

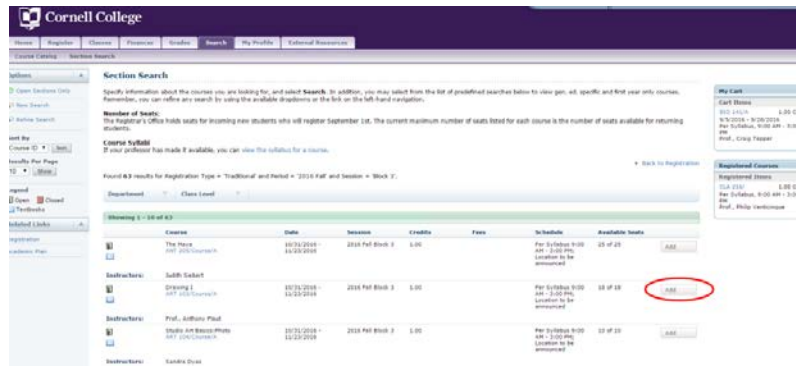


## Registration – Section Search

3. You should then proceed to section search to find the course that you want to Add. There are 3 ways to use the “Section Search” link to find classes you want to review, or add.
  1. You can search by specific course code (i.e. PSY 161, BIO 142, etc).
  2. You can also search by block under the Session drop down menu.
  3. You can also use the Advanced Search tab to search by department, or by General Education Type.

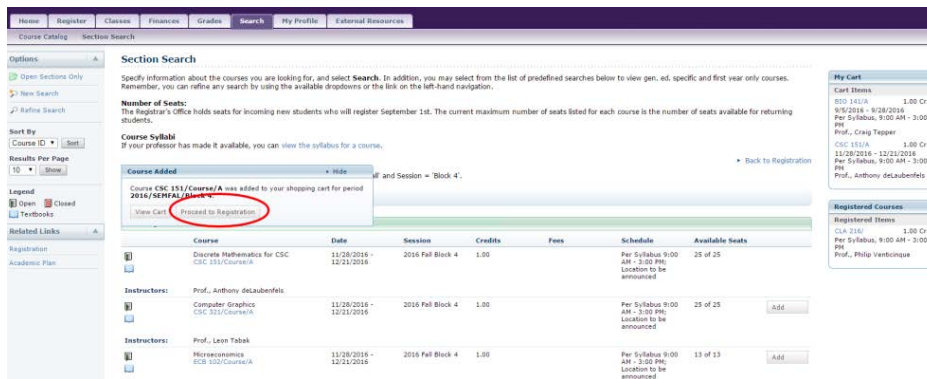


Once you have found a course you would like to add to your schedule, click the “Add” button next to the course you want to add. When you click the “Add” button, the course goes into your Cart, but it does NOT hold that seat for you until you Finalize your schedule. Just like ordering on Amazon, just because an item is in your Cart, it is not yours until you Finalize your entire order.



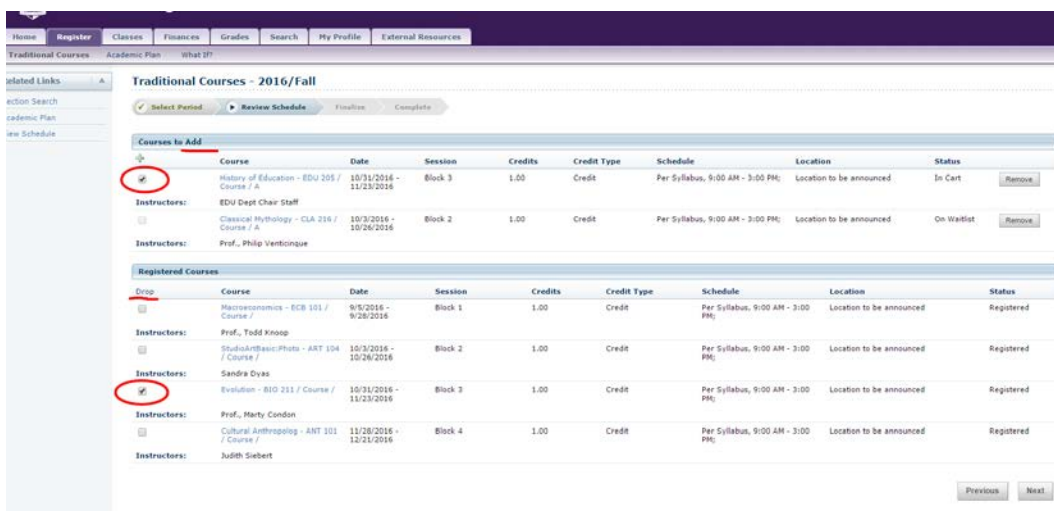
If a course is already full, it will show a Wait button. By clicking this you will get added to the wait list for the course. You still need to Add a different class in the meantime in case a seat never opens up for that Waitlisted course.

- Once you are finished adding courses, "Proceed to Registration"

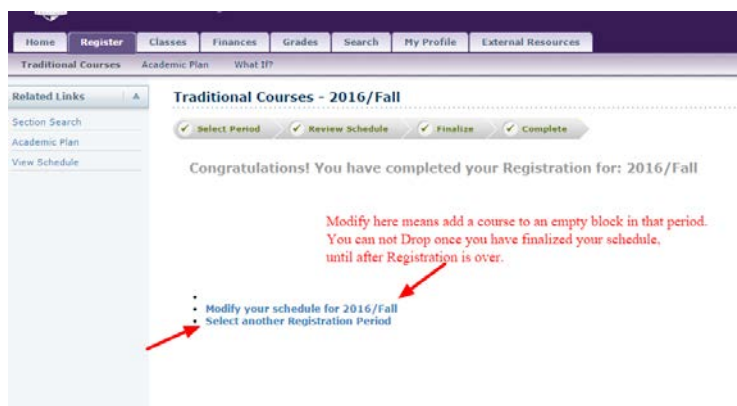


## Checkout – Review Schedule

- When you Click "Proceed to Registration" this will bring you to the Review Schedule screen. This is where you will see the courses you want to Add listed above the courses you are already registered for. Click the box in the "Drop" column next to the course you want to drop and make sure the new course you have just added has the "Add" box checked. Then click "Next."



You will then be brought to the “Finalize” screen. Click “Next” again and the message “You have successfully completed your registration for: [period]” appears. This will complete your schedule for that period.



When you think you are done, Click on “View Schedule” to see if all courses were added successfully.