Overview:

The Add/Drop Course Form should be used for enrollment transactions that students cannot perform themselves in Student Center. If a course is currently closed with a waitlist, please request to be added to the waitlist rather than completing this form.

Getting Started:

Your NetID will autofill once you log in with your NetID and password.

Choose the appropriate semester from the Semester dropdown:

This will autofill Last Name, First Name, EmpID, Career, Program Code, Plan Code, College or School, and Campus Location.

Indicate which procedure you wish to complete (Add, Drop, Combined Add/Drop, Swap, Changes to Grade Option or Units) and be aware the option that you choose here will adjust the form for the information that needs to be entered:

Please select the procedure you wish to complete: * -- Choose --

Filling Out the Form:

The Class Roster has the necessary information that you need to fill out the form for Class Number, Class Subject, Catalog Number, Class Section, Units, and Grade Option.

When selecting a procedure of Add:

- Enter the Class Number and Class Subject of the course that you want to add. After tabbing over, the Catalog Number, Class Section, Units, and Grade Option will autofill.
- If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.

When selecting a procedure of Drop:

- Enter the Class Number and Class Subject from the dropdowns. After tabbing over, the Catalog Number and Class Section will autofill.
- If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to drop. Choose the Class Number of the course you want to drop. The Class Subject, Catalog Number, and Class Section will autofill.
When selecting a procedure of **Combined Add/Drop:**

Combined Add/Drop is to be used when dropping a course and adding a different course in its place. This is different from the procedure of **Swap,** which is noted in the next section of the document.

- Enter the Class Number and Class Subject of the course that you want to add. The Catalog Number, Class Section, Units, and Grade Option will autofill. If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.
- Enter the Class Number and Class Subject of the course that you want to drop. The Catalog Number and Class Section will autofill. If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to drop. The Class Subject and Catalog Number will autofill.

When selecting a procedure of **Swap:**

Swap is to be used when you are staying in the same course (Class Subject/Catalog Number remains the same), but are swapping the Class Number/Class Section.

- Enter the Class Number and Class Subject of the course that you want to **add.** After tabbing over, the Catalog Number, Class Section, Units, and Grade Option will autofill. If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.
- Pick the Class Number and Class Subject from the dropdowns for the class that you want to **drop.** The Catalog Number and Class Section will autofill. If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components that you want to drop. The Class Subject and Catalog Number will autofill.

When selecting a procedure of **Changes to Grade Option or Units:**

- Enter the Class Number and Class Subject. This will autofill the Catalog Number, Class Section, Units, and Grade Option. Edit the Units and/or Grade Option to indicate what you want them to be changed to.
- If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox “My class has a Lab, Discussion or Field Study.” This will add additional rows to the form to indicate the other components. The Class Subject and Catalog Number will autofill.
**Submitting the Form:**

Once you have selected the appropriate dropdown and filled in the necessary information, click Next at the bottom of the form.

Sign the form by typing in your first name and last name. Then click Sign Electronically.

You will see a screen that says the form has been submitted:

![Cornell University form submitted](image)

You can click on the View Form PDF icon in order to view and print the PDF.

You will also receive an email confirmation:

![Email confirmation](image)

You will not be able to cancel a request once it is submitted.

You will receive an automatic email notification whenever an appropriate person signs/approves the form. In order to cancel a request, you should email your [college registrar’s office](#) to request they reject the form.