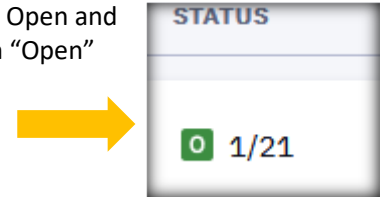


The Add/Drop Process during Change of Schedule

+ **Change of Schedule** (*a.k.a. Add/Drop*) is conducted online. Change of Schedule begins the first day of classes. The last day for Change of Schedule can be viewed on the academic calendar available at [Registrar's Office: Academic Calendar](#).

+ As openings in a section become available through drops, a class Status will change to Open and students can add the class on a first-come, first-served basis. Students will see the green "Open" icon appear next to each course within Class Search on the far right-hand side.

In this example, one seat is currently available.



Wait List:

+ If a class has an active wait list, students will be automatically enrolled from the waitlist if an enrolled student drops the course. The waitlist process typically runs every two hours. If a seat becomes available, the seat will be "held" until the waitlist process runs.

AVAILABILITY	
Status:	Open
Seats Open:	1/21
Wait List Open:	4/4

+ Students are notified by email when they are added to a class from the Wait List. It is the responsibility of students to drop the class if they no longer want to be enrolled in it.

+ The Wait List runs during the registration period and stops on the first day of classes. Students on the wait list are dropped on the first day of classes. Students can add the course during the change of schedule period if a seat opens without having to sign up for the wait list.

+ Enrollment from the Wait List will **not** occur if:

- The student is enrolled in a different section of the same course
- There is a time conflict
- Pre-requisites have not been met
- Enrollment from the wait list results in over 19 units
- The student has service indicators that prevents registration

+ In these cases, the system will automatically go to the next student on the wait list.

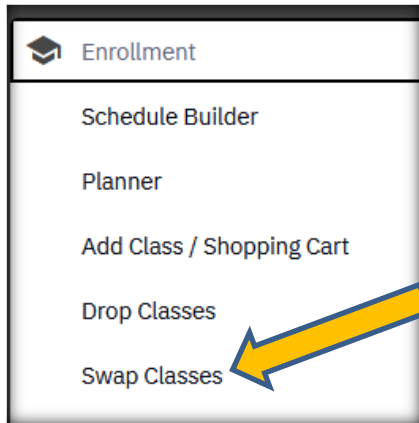
+The Registrar's Office notifies students once a week during the enrollment period if they cannot be added to the course. The Registrar's Office is also available to help students troubleshoot issues.

+ If all students sitting on the wait list are not eligible, the class will display open for enrollment

Swap

+ If students cannot get into the section they want, they can use the Swap feature to try to get into a waitlisted section.

Using the Student Dashboard, the student needs to enroll in the closed section using **Swap**. This will keep the student enrolled in the current section until a space becomes available in the closed section. The student selects Swap Classes from the left menu bar:



From the student's schedule within **Swap**, the student chooses the class section the student is currently enrolled in but wishes to drop if the student becomes eligible to enroll in the other closed section.

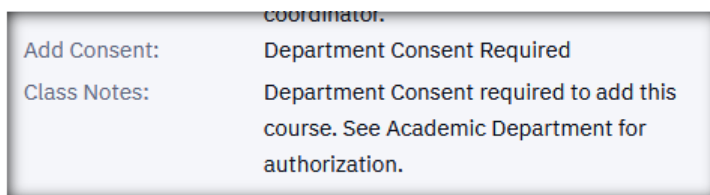
Select a class to swap		
CLASS	DESCRIPTION	UNITS

If a position becomes available in the closed section, when the waitlist process is run (*and if the student is eligible*) the system will automatically swap the sections.

+ For this process to be successful, all other normal enrollment criteria also must be met (time conflict, number of units). Students will be notified by email.

Permission to Enroll

+ Alternatively, the enrollment for some classes is handled by using Department Consent. In this case the student must request permission from the department to add the class. The department administrative assistant can add the student to the Student Specific Permissions list. This is a way to "pre-register" a student. The student must complete the transaction by registering for the class.



Prerequisites

+ Most course prerequisites are enforced by the PeopleSoft catalog. Students who encounter registration problems related to prerequisites should contact the academic department for assistance. If the academic department determines that the student should be able to register for the course because the student has met any or all enforced course prerequisites, the academic department should contact the Registrar's Office for assistance at academicrequirements@towson.edu. In some cases, the department can give a student permission to override prerequisites to enroll.

	612.
Enrollment	AIT 614 requires a grade of C (2.0) or higher in
Requirements:	AIT 612.

Failure to Attend (after add/drop)

+ Students who fail to appear for the first two class sessions, or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules. Students who lose their spaces must officially drop the course through their Towson Online Services Student Dashboard to avoid earning an FX grade for non-attendance. See the sections on [Changing a Schedule](#), [Grades/Grading](#) or [Class Attendance / Absence Policy](#) for more information.

Questions?

Contact your academic department for questions, issues, & support.

For any questions regarding **university academic policies**, please consult your faculty handbook:

<https://www.towson.edu/provost/academicresources/handbook.html>

If you have any questions about your department's procedures during Change of Schedule or about Department Consent, please check with your department's Administrative Assistant.

For questions about enforced prerequisites, you can contact the Academic Records & Technology area in the Registrar's office at academicrequirements@towson.edu.