Change of Schedule (also referred to as add/drop) is conducted online. Change of Schedule period begins the first day of classes. The last day for Change of Schedule can be viewed on the academic calendar available at Office of the Registrar: Academic Calendar.

Fall 2018 Change of Schedule ends Wednesday, September 5.

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. Below are the different icons that indicate the status of a course. Students will see these icons appear next to each course within the class search on the far right-hand side.

**Wait List:**

If a class is using the Wait List feature and seats become available, the student on the Wait List will automatically be enrolled when a drop occurs. This update does not happen immediately, but happens when the waitlist process is run (typically every two hours).

If a seat becomes available for a waitlisted class, the seat will be “held” until the waitlist process is run.

Students are notified by email when they are added to a class from the Wait List. The student should check her schedule. It is the responsibility of the student to drop the class if she no longer wants to be enrolled in it.
+ Enrollment from the Wait List will **not** occur if:

the student is in the same course but in a different section, **OR**

a time conflict would result, **OR**

the student has not met the prerequisites, **OR**

the additional class would place him over the allowed 19 units for full-time status, **OR**

the student has a Service Indicator.

+ In these cases, the system will automatically go to the next student on the Wait List [*in position #2*]. There is no email message that goes to the student to let her know that she remains on the Wait List because she is ineligible to be moved into the class.

+ If all students sitting on the Wait List are not eligible to be enrolled in the class, the class will display Open for Enrollment on the Class Schedule, but no one else will be able to get on the Wait List.

+ The Wait List is turned off before Change of Schedule. Students should check their schedules.

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**Swap**

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

**For example**, let’s say a student wants to enroll in IDHP 110.001. IDHP 110.001 has the waitlist option; however, several other sections are available. The student enrolls in section .002, which is open. The student really wants the section .001 class and wants to remain in his current section if the preferred closed section does not open up.

Using the Online Student Center, the student needs to enroll in the closed section using **Swap**. This will keep him enrolled in the current section until room becomes available in the closed section. From the dropdown in **Swap** the student chooses the course he is currently enrolled in, but wishes to drop if he becomes eligible to enroll in the other closed section.

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**Swap a Class**

1. **Select a class to swap**

   Select the class you wish to swap then select the class you wish to replace it with.
+ 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). Student will be notified by email.

This information is available in the Student Center via the Waitlist FAQ link:

![Waitlist FAQ](image)

**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.

![Enrollment Information](image)
Failure to Attend

Students are expected to attend all classes.

Students who fail to appear for the first 2 class meetings (or the first meeting of evening classes) may forfeit their space in the class. Instructors have the right to release these spaces to other students wishing to add the class. You should email the original student and tell him to drop the class. If he doesn’t, notify your department administrative assistant and they will have the registrar’s office drop him.

You may encounter a situation in which you give up a seat previously held by a student who has not attended class. Then this particular student returns to class after the allowed timeframe of the first 2 class sessions. In this case, you do not have to let the student in your class IF you have no seats still available in your class. In this situation, please let the student know he must formally drop the class from his schedule.

We ask that you please check your class rosters and notify your department admin assistant if there are students on the roster who have never attended OR are attending, but not on the roster. This is very important because if the student is attending the wrong section, we want to fix this as soon as possible. Don’t wait until the end of the term to tell the Registrar’s Office.

You may have a student who misses three weeks of a class or more and wonder if he should be dropped from your class. Even with evidence of illness or other dire experience, you may judge that the student has no chance of completing the course successfully. However, the student cannot be removed from the course or required to take a medical withdrawal even if in your best judgment the class work cannot be made up or the in-class learning experience cannot be replicated. Students have the right to earn a failing grade in a course even if you know they will not be able to pass the course based on missing classes or assignments due to health or personal issues. You can contact the student and encourage him to withdraw, but you cannot make him.

For any questions regarding university academic policies, please consult your faculty handbook: https://www.towson.edu/provost/academicresources/handbook.html

Questions?

Contact your academic department for all questions, issues, and support.

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.