

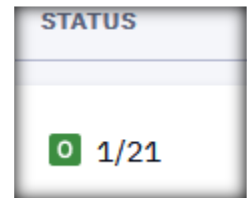
TOWSON ONLINE SERVICES

USING THE FACULTY CENTER: The Add/Drop Process during Change of Schedule

Change of Schedule (also referred to as *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 [Office of the Registrar: Academic Calendar](#).

+ Fall 2021 Change of Schedule ends **Wednesday, September 8**.

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.



Methods of Enrollment (Wait List, Swap, Permission, and Prerequisites)

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 runs.

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

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

Turning it off:

Fall / Minimester / Spring Terms: Wait List does not run during Change of Schedule.

The Wait List runs during the registration period and stops running on the first day of classes. Students who were on the Wait List are dropped from the Wait List. Since the Wait List job is no longer running during the Add/Drop period, the ability to add students to a closed waitlisted class is now up to your department during the Add/Drop period. **If seats open up on a waitlisted class, students can get in when a seat opens up. If your class requires department consent, students can get in when they are given permission.**

Summer Term: The Wait List runs through registration and similarly does not run through the Add/Drop periods (except the second 5-week session will continue to run until its first day of add/drop).

- + 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 the student over the allowed 19 units for full-time status, **OR**
 - the student has a Service Indicator that restricts enrollment.
- + In these cases, the system will automatically go to the next student on the Wait List [*in position #2*].

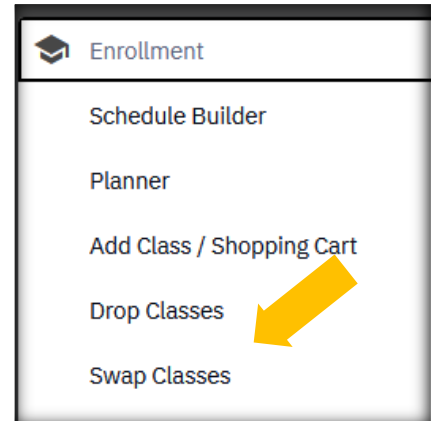
- + The students who are receiving the error(s) above will be notified that there is something preventing enrollment into the waitlisted class. The Registrar’s office sends out those emails once a week during the enrollment period and will provide more information to the students on how to resolve their situation.
- + 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.

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 the 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 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.

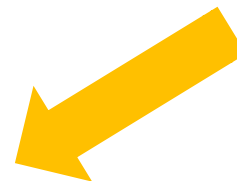
This information is available as a “**Wait List and Swap**” PDF, available under [Helpful Guides for Faculty, Staff & Students](#) on the Registrar’s site, if you have the opportunity to share it with students or advisees.

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.

Add Consent:	Coordinator. Department Consent Required
Class Notes:	Department Consent required to add this course. See Academic Department for authorization.



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 and get into your class.

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

Failure to Attend (once the semester begins)

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 the student to drop the class. If the student does not, notify your department administrative assistant and they can have the Registrar's Office drop the student.

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 that the student must formally drop the class from the student's 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 students who are attending but are 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 let the Registrar's Office know.

You may have a student who misses three weeks of a class or more and wonder if the student 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 classwork 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 the student to withdraw, but you cannot make the student.

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.