

PEOPLESOFT 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](#).

+ Spring 2019 Change of Schedule ends **Tuesday, February 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 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.

Fall / Winter / 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 will remain on the Wait List until further action is taken. 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. **Please Note: If seats open up on a waitlisted class, the class will remain closed if there are eligible students on the waitlist. The only time a waitlisted class will show as open is if all students on the waitlist are ineligible and seats have become available.**

Summer Term: The Wait List runs through the Registration and Add/Drop periods.

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.

Enrollment Requirements			
ENGL102 requires permission for non-native English speakers. Please contact Jennifer Mott-Smith, the ESOL Coordinator (jmottsmith@towson.edu) in order to register.			
Class Attributes			
Core Category 2: English Composition Group I.A. Writing for a Liberal Education			
Class Availability			
Class Capacity	21	Wait List Capacity	6
Enrollment Total	21	Wait List Total	0
Available Seats	0		
Notes			
Class Notes Online class that will meet 2 times during the semester			

+ 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.

+ 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. From the dropdown in **Swap** the student chooses the course the student is currently enrolled in, but wishes to drop if the student becomes eligible to enroll in the other closed section.

Class/Catalog Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information

Swap a Class

1-2-3

1. Select a class to swap

Swap This Class

Select from your schedule: BIOL 120: PRINCIPLES OF BIOLOGY [LEC]

With This Class

Search for Class: Class Search search

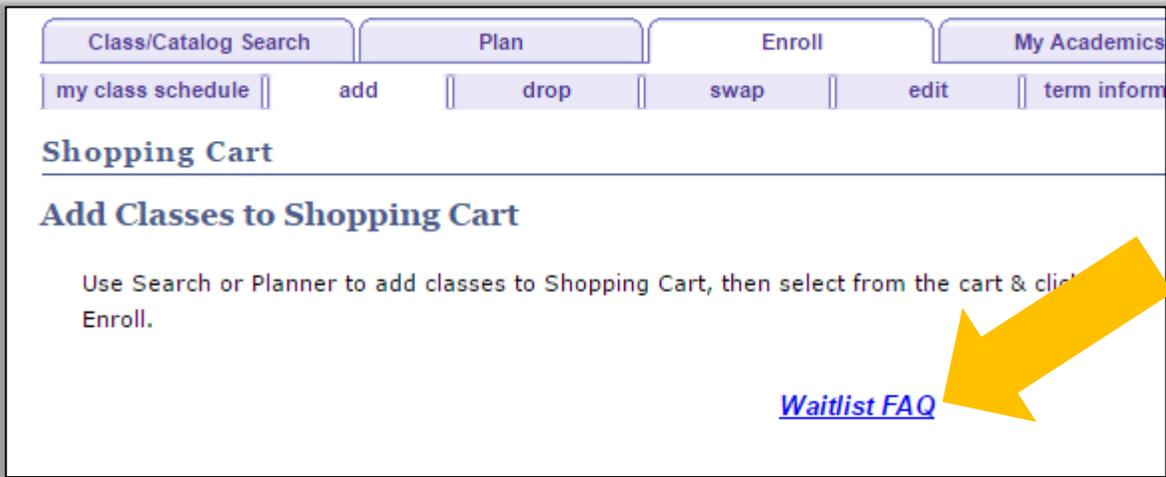
Enter Class Nbr: enter

My Fall 2017 Class Schedule

+ 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 in the Student Center via the Waitlist FAQ link:



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			
Add Consent	Department Consent Required		
Enrollment Requirements	ENGL 200 requires a major in ENGL.		
Class Availability			
Class Capacity	21	Wait List Capacity	6
Enrollment Total	20	Wait List Total	0
Available Seats	1		
Notes			
Class Notes	Course open to Majors only.		

Prerequisites

Most course prerequisites are enforced by PeopleSoft. 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 enforced course prerequisites, the academic department should contact the Registrar's Office for assistance. In some cases, the department can give a student permission to override prerequisites and get into your class.

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 the student to drop the class. If the student does not, notify your department administrative assistant and they will 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 they must formally drop the class from their 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 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 the student to withdraw, but you cannot make the student.

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.

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

