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 the Change of Schedule can be viewed on the academic calendar available at Office of the Registrar: Academic Calendar.

+ Fall 2017 Change of Schedule ends Wednesday, September 6.

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 can see these icons appear next to each course within the class search on the far right-hand side.

- Open
- Closed
- Wait List

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 Wait List process is run (typically every two hours). Students are notified by email when they are added to a class from the Wait List. Students should check their schedules.

It is the responsibility of the students to drop the class if they no longer want to be enrolled.

Enrollment from the Wait List will not occur if:
+ The student is in the same course but in a different section.
+ A time conflict would result.
+ The student has not met the prerequisites.
+ The additional class would place him over the allowed 19 units for full-time status.
+ The student has a negative Service Indicator.

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

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, a student wants to enroll in IDHP 110.001. IDHP 110.001 is currently full and has the wait list option. There are other sections available of IDHP 110. The student can enroll into an open section and choose the ‘swap’ option. Once the waitlisted course has a spot available, the student will move from the open course to the section they want.

Permission to Enroll
Alternatively the enrollment for some classes is handled by 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.

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. Please explain to the original student that if he loses his space because other students are waiting to get into the class, he must officially drop himself from the course or he will earn an “FX” grade for non-attendance. Look at the full manual for more information.

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.