Student Instructions

Access the **Add/Drop/Withdraw Class** in **Student Services & Financial Aid**

Students options*

• Combination Add and Drop Courses

Use this option when the add must be approved before the drop can occur.

• Add a course

• Drop a course

Only applicable for first time students (Freshmen or transfers first semester). Current students can drop a course through Banner.

• Withdraw from a course

Will be visible once add/drop dates have passed.

• Students may access this form to view process.

Bryant University

Schedule Adjustment (Add/Drop) Form
Fall 2020

It is the student's responsibility to make sure that he/she is registered in the proper courses.
Do NOT assume that the instructor will add or drop you from their class rosters.

000000000 - Tupper

Registered Courses ⊖

CRN	Course	Title	CR	Instructor	Class Days	Class Times
0001	DOG101	Introduction to Speaking	3	TBD	W	1000-1015
0002	DOG102	Into to Treats	3	TBD	W	1020-1035
0003	DOG103	Campus Walking	3	TBD	W	1040-1055
0004	DOG104	Food	3	TBD	W	1100-1115
0005	DOG105	Human Management	3	TBD	W	1120-1135

Add & Drop Courses ⊕

Add Courses ⊕

Drop Courses ⊕

"I am aware that changing my schedule may affect financial aid, health care benefits, registration status and/or NCAA standing"

[Enter initials]

Once the form is submitted it will go through the approval process.
You can return to this page at any time during the add/drop/withdraw timeframe to review the status of your request.

[Submit for Approval]

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* Please note: After the term's Drop deadline, the option to Withdraw will become available

Withdraw Courses ⊖

Withdraw CRN	Course	Title	CR	Instructor	Class Days	Class Time	Actions

Click the button below to withdraw from a course.

[Withdraw]

"I am aware that changing my schedule may affect financial aid, health care benefits, registration status and/or NCAA standing"

[Enter initials]

Once the form is submitted it will go through the approval process.
You can return to this page at any time during the add/drop/withdraw timeframe to review the status of your request.

[Submit for Approval]

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To make a schedule adjustment that requires both an Add and a Drop of a course(s):

Add & Drop Courses ⊖

Added CRN	Course	Title	Add CR	Instructor	Class Days	Class Time	Dropped CRN	Dropped Course	Dropped CR	Actions

Click the button below to select a course to drop and a course to add.

[Add & Drop]

Add & Drop Course Form ✖

CRN to Add [   ]

CRN to Drop [Select a course to drop ▼]

[Submit]

Add & Drop Course Form ✖

CRN to Add [1200]

CRN to Drop [0001 - Introduction to Speaking ▼]

[Submit]

Tip: CRN information is found In Banner 9 Registration menu

Add & Drop Courses ⊖

Added CRN	Course	Title	Add CR	Instructor	Class Days	Class Time	Dropped CRN	Dropped Course	Dropped CR	Actions
1200	POLSST300A	ST. Inter. Negotiation and Res	3	Copeland E	TR	1245-1400	0001	Introduction to Speaking	3	Delete

[Add & Drop]

"I am aware that changing my schedule may affect financial aid, health care benefits, registration status and/or NCAA standing"

[Enter initials]

Once the form is submitted it will go through the approval process.
You can return to this page at any time during the add/drop/withdraw timeframe to review the status of your request.

[Submit for Approval]

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Select **Submit for Approval**

To make a schedule adjustment to Add a course(s):

Add Courses ⊖

Added CRN	Course	Title	CR	Instructor	Class Days	Class Time	Actions

Click the button below to add a course.

[Add]

Add Course Form ✖

CRN to Add [   ]

[Add Course]

Add Course Form ✖

CRN to Add [1300]

[Add Course]

Tip: CRN information is found In Banner 9 Registration menu

Add Courses ⊖

Added CRN	Course	Title	CR	Instructor	Class Days	Class Time	Actions
1300	COM203C	Introduction to Communication	3	Robins M	MWF	0910-1000	Delete

[Add]

For *First Semester Students** **To make a schedule adjustment to Drop of a course(s):**

* returning students can make drop changes in Banner—additional approvals are not required for returning students

Drop Courses ⊖

Dropped CRN	Course	Title	CR	Instructor	Class Days	Class Time	Actions

Click the button below to drop a course.

[Drop]

Drop a Course Form [✖]

CRN to Drop [Select a course to drop ▾]

[Submit]

Drop a Course Form [✖]

CRN to Drop [0002 - Intro to Treats ▾]

[Submit]

Drop Courses ⊖

Dropped CRN	Course	Title	CR	Instructor	Class Days	Class Time	Actions
0002	DOG102	Intro to Treats	3	TBD	W	1020-1035	[Delete]

[Drop]

To complete any Add and/or Drop changes , Select **Submit for Approval**

Please Note:

- Prerequisite requirements must be met for registration

- Credit minimum (12 credits) restriction requires additional approval and may affect Financial Aid, NCAA standing, health care benefits, housing and registration status.

- Credit maximum (17 credits) restriction requires Advisor approval, except for seniors.

- It is the student's responsibility to confirm schedule adjustments in Banner after processing.