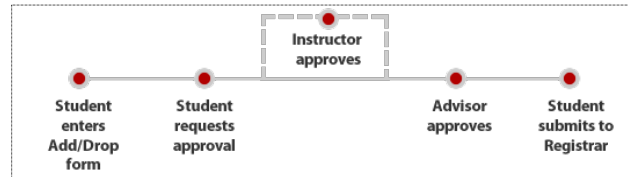




Student Forms and Petitions: Add Drop

A Quick Guide for Students

The Add Drop form allows you to electronically propose a number of actions – add or drop a subject, change grading options, or change units. These proposed changes are then electronically routed to the subject instructor, if necessary, and then to your advisor for approval. Once approved, you must complete the process by submitting the form to the Registrar.



There are three pages you will use.

1. **My Forms** - locate your form for viewing and editing
2. **Add Drop** - create and manage your proposed changes
3. **Status** - lists changes: saved by you, requiring actions by others, approved, denied or held

The My Forms Page

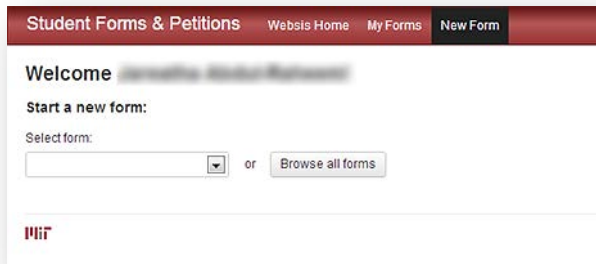
Click [start a new form](#) to create new Add Drop request.

Search for existing forms by Academic Term or by form type.

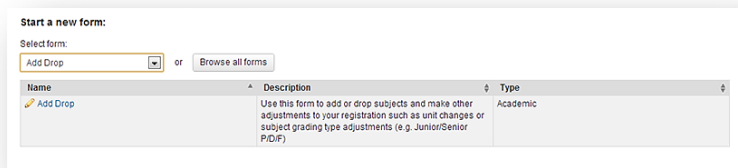
The screenshot shows the 'My Forms' page in the Student Forms & Petitions system. The page has a red header with navigation links: 'Student Forms & Petitions', 'WebSite Home', 'My Forms', and 'New Form'. A 'Welcome' message is displayed. Below it, there's a section for 'Search existing forms' with a 'Form Name' dropdown set to 'Add Drop', an 'Academic Term' dropdown set to 'Select ...', and a checked 'Action Required' checkbox. A 'Search my forms' button is present. The 'Results' section shows a table with one row: 'Academic' form type, 'Add Drop' form name, 'In Progress' status, '5 need instructor/advisor approval' action required, and 'Aug 21, 2013 3:06:29 PM' submitted. The MIT logo is at the bottom left, and copyright information is at the bottom right.

Results shows the type of form, the status, actions required, and the date and time submitted. The My Forms page defaults to show forms which require an action by students, instructors and advisors.

Start a new form



After you click [start a new form](#), select the type of form from the drop down list.



Name	Description	Type
Add Drop	Use this form to add or drop subjects and make other adjustments to your registration such as unit changes or subject grading type adjustments (e.g. Junior/Senior P/D/F).	Academic

A description of the form appears. Click [Add Drop](#).

The Add Drop Page

Messages with pertinent information may appear when you start the form or when you take an action. Click *OK*, *Cancel*, or *Continue* to dismiss a message box. Click [view](#) to see the message again.



Add Drop: Fall Term 2013-2014

[View form history](#)

[Online Subject Listing](#) - [Undergraduate Degree Audit](#) - [Instructions](#)

Use this form to add or drop subjects and make other adjustments to your registration such as unit changes or subject grading type adjustments (e.g. Junior/Senior P/D/F).

[View Current Registration](#) (show)

[Add Subjects](#) (show)

[Drop Subjects](#) (show)

[Change Grading Option/Units](#) (show)

To review how your registration will appear if all requests are approved and submitted, click the Continue to Approval button.

[Save](#) [Continue to Approval](#)

View Current Registration

This section lists subjects to which you are currently enrolled. Click a subject to see its current MIT Subject Listing and Schedule.

Messages [view](#)

View Current Registration (hide)

Subject # and Title	HASS & CL...	Units	Grading Option
5.111 Principles of Chemical Science		12	Regular
8.01 Physics I		12	Regular
17.A20 Write Your Own Cookbook		6	Regular
18.01 Calculus		12	Regular
21W.778 Science Journalism	HASS-H, CI-H	12	Regular

Add Subjects

Information about term deadlines for Add Drop are provided. Enter a subject in the *Search for Subject* box. Select the subject to add from the drop-down list. Subjects added can be removed before you save, by clicking the red **X**. Subjects with a lock are pending approval and cannot be removed here. They can, however, be cancelled on the Status page.

Add Subjects (hide)

Add Deadlines

Be advised that the deadlines listed below pertain to the dates by which approved forms are to be submitted to the Registrar. Gaining approval can take time. You are strongly advised to request approval in advance of these dates to assure that you can meet the deadlines.

- Full term subject: 09/17/2013
- First half-term subject: 09/17/2013
- Second half-term subject: 11/20/2013
- UROP, thesis, special topics: 11/20/2013

Search for Subject

Subject # and Title	HASS & ...	Units	Grading Option	Remove
5.051 Principles of Organometallic Chemistry		6	Regular	
5.057 Crystal Structure Refinement		6	Regular	
5.310 Laboratory Chemistry		12	Regular	X
6.004 Computation Structures		12	Regular	X

When a subject is selected you may edit units and/or grading option if allowed, before clicking the **Add** button. For certain Course 15 subjects you may also select a section.

Add Subject

Subject # and Title	Units	Grading Opt...	Section
15.013 : Industrial Economics for Strategic Decisions	<input type="text" value="12"/>	Regular <input type="button" value="v"/>	Select... <input type="button" value="v"/>

Drop Subjects

Subjects for which you are currently registered may be dropped here. Click a box in the Drop column and enter the date you *Last Attended* class, or choose *Never*. Last Attended date or Never must be entered, except during IAP when these options will not be displayed

Drop Subjects (hide)

Drop Deadlines

Be advised that the deadlines listed below pertain to the dates by which approved forms are to be submitted to the Registrar. Gaining approval can take time. You are strongly advised to request approval in advance of these dates to assure that you can meet the deadlines.

- Full term subject: 11/20/2013
- First half-term subject: 10/04/2013
- Second half-term subject: 12/11/2013
- UROP, thesis, special topics: 11/20/2013

Subject # and Title	HAS...	Units	Grading Option	Drop	Last Attended
5.111 Principles of Chemical Science		12	Regular	<input checked="" type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/> <input checked="" type="checkbox"/> Never
8.01 Physics I		12	Regular	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
17.A20 Write Your Own Cookbook		6	Regular	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
18.01 Calculus		12	Regular	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>
21W.778 Science Journalism	HASS-H, CI-H	12	Regular	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>

Change Grading Options/Units

Deadlines for changing units or grading options are provided. Change the Units (if allowed) or Grading Options. As you proceed with your changes (Adds, Drops, Grading Units and Options), click **Save** to preserve what you've done. You will see the message below.

Change Grading Option/Units (hide)

Change Grading Option Deadlines

Be advised that the deadlines listed below pertain to the dates by which approved forms are to be submitted to the Registrar. Gaining approval can take time. You are strongly advised to request approval in advance of these dates to assure that you can meet the deadlines.

- To or from P/D/F under Jr-Sr: P/D/F or Graduate P/D/F option: 09/17/2013
- From Listener to Credit: 09/17/2013
- From Credit to Listener: 11/20/2013
- To Sophomore Exploratory from any grading option: 09/17/2013
- From Sophomore Exploratory from any grading option except Listener: 09/17/2013
- From Sophomore Exploratory to Listener: 02/03/2014

Change Units Deadlines

- Last Day of Classes: 12/11/2013

Subject # and Title	HASS & CI...	Units	Grading Option
5.111 Principles of Chemical Science		12	<input type="text" value="Regular"/>
8.01 Physics I		12	<input type="text" value="Regular"/>
17.A20 Write Your Own Cookbook		6	<input type="text" value="Regular"/>
18.01 Calculus		12	<input type="text" value="Regular"/>
21W.778 Science Journalism	HASS-H, CI-H	12	<input type="text" value="Regular"/>

To review how your registration will appear if all requests are approved and submitted, click the Continue to Approval button.

✓ Changes have been saved.

Continue to Approval

To review how your registration will appear if all requests are approved and submitted, click the Continue to Approval button.

For individual Add or Drop requests click **Continue to Approval**. This also activates a save and brings you to the **Status** page.

The Status Page

Add Drop: Fall Term 2013-2014 Status

[Edit Add Drop form](#) [View form history](#)

Instructions
This page shows the various statuses of the changes you submitted to your instructor and/or Advisor. You can cancel any of your changes on this page.

Saved Changes (hide)

Approved Changes (show)

Held for Consultation (show)

Pending Changes (hide)

Select	Subject # and Title	Change	Details	Approver	Approval Message
<input type="checkbox"/>	7.03 Genetics	Add		Hermann (B)	Jan 7, 2014 3:35:59 PM
<input type="checkbox"/>	2.001 Mechanics and Materials I	Drop	Newer Attended	Shelton (A)	Jan 7, 2014 3:35:59 PM

[Unlink Selected](#) [Cancel Selected Changes](#)

Decided Changes (show)

IPET

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Version: 3.0.00 Revision: 1001 - 3/18/14 7:10 AM

The **Status** page is where you view the status of your requested changes.

Hide or show details by clicking the *show/hide* buttons. Click *View form history* for a chronological list of all activity.

You are strongly encouraged to read the **Instructions** if you have not done so already.

There are certain changes you can make here (see below). For other changes, click *Edit Add Drop form* to return to the **Add Drop** page.

Add Drop: Fall Term 2013-2014 Status

[Edit Add Drop form](#) [View form history](#)

Instructions
This page shows the various statuses of the changes you submitted to your instructor and/or Advisor. You can cancel any of your changes on this page.

Saved Changes (hide)
You have 1 saved change.

Select	Subject # and Title	Change	Details
<input type="checkbox"/>	7.015 Introductory Biology	Add	

[Edit changes](#) [Continue to approval](#)

Saved Changes have not yet been submitted for approval.

When you are ready to submit this change for approval, click *Continue to approval*.

If you would like to make additional changes before requesting approval, click *Edit Changes*.

Approved Changes (hide)

Select	Subject # and Title	Change	Details	Approver	Last Approved
<input type="checkbox"/>	18.02 Calculus	Change grading	Regular To Listener	Yes: (A) I think that would be OK.	Sep 18, 2013 9:55:24 AM

[Submit to Registrar](#) [Cancel Selected Changes](#)

Approved Changes have been approved by your instructor and/or advisor. When you are ready for the final step, click *Submit to Registrar*. Or, if you would like to cancel a change, you may select it and click *Cancel Selected Changes*.

Held for Consultation (hide)					
Select	Subject # and Title	Change	Details	Approver	Approval Requested
<input type="checkbox"/>	21L.010 Writing with Shakespeare	Add		Consult: (A) Let's talk about this one.	Sep 18, 2013 9:55:24 AM
Cancel Selected Changes					

Held for Consultation will list subjects for which your instructor and/or advisor would like to discuss. To cancel a held subject(s) click the box to select, then click *Cancel Selected Changes*.

Denied Changes (hide)					
Subject # and Title	Change	Details	Approver	Denied	
7.016 Introductory Biology	Drop	Last Attended - 09/04/2013	No: (A) Must take Fall term.	Sep 18, 2013 10:20:45 AM	

Denied Changes will list subjects that the instructor or your advisor did not approve. There are no actions you can take in the Denied Changes section..

Preview Changes

Student Forms & Petitions Website Home My Forms New Form Help Log off jaredha

Add Drop: Fall Term 2013-2014 Preview Changes

[Edit Add Drop form](#)

✓ Changes have been saved.

⚠ Credit limit of 54 units

Saved Changes (hide)

- Drop 17.A20 Never Attended
- Drop 21W.778 Never Attended

Comment to Advisor:
You can explain changes to your registration here.

[Save](#) [Request Approval](#)

Pending Changes (hide)

- Add 5.061
- Add 5.067
- Drop 18.01 Never Attended
- Change 5.111 from Regular to Listener

Proposed Registration (hide)

Subject # and Title	HASS & ...	Units	Grading Option
5.061 Principles of Organometallic Chemistry		6	Regular
5.067 Crystal Structure Refinement		6	Regular
5.111 Principles of Chemical Science		12	Listener
8.01 Physics I		12	Regular
Proposed Units: 24 / Credit Limit Units: 54			

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Note any message in yellow. You may click *Edit Add Drop form* to make adjustments but messages do not prevent you from submitting changes.

Review your **Pending Changes**. These are changes which have been submitted for approval.

The **Proposed Registration** shows what your subject list will be if all Saved and Pending Changes are approved.

Your **Saved Changes** are waiting to be submitted to your instructor and/or advisor for approval. Click *Request Approval* to route your changes to the appropriate approver(s). You may add a message to the request that will be visible to your advisor.

After you click *Request Approval* you will see the following confirmation message.

✓ Your changes have been sent to any instructors and/or advisors for approval. You will receive email updates as decisions are entered.

Linking Changes

*The option to link subjects is presented on the **Preview Changes** page just prior to requesting approval (see above). To link Adds and Drops so that they are approved as a group, click the **Link changes** button.

Saved Changes (hide)

- Add 4.122
- Drop 4.221 Never Attended

[Link changes](#) [Unlink changes](#)

Comment to Advisor:
You can explain changes to your registration here.

[Save](#) [Request Approval](#)

Pending Changes (show)

The following message appears. Choose the subjects you want to link and click Link. Results are shown below.

Link changes

You can link more than one "group" of subjects on this form. For example, linking 2.01 and 4.112 equals one "group". To link another "group" of subjects, you will repeat this process.

☐ Add 2.704

☐ Drop 2.670

Saved Changes (hide)

Linked:

Add 2.704

Drop 2.670

Pending Changes (hide)

Select	Subject # and Title	Change	Details	Approver	Approval Reques...
<input type="checkbox"/>	2.670 Mechanical Engineering Tools	Drop			Jan 9, 2014 9:28:35 AM
	2.704 Projects in Naval Ship Conversion Design	Add		Ketcham (I)	Jan 9, 2014 9:28:35 AM

Submit to Registrar

Student Forms & Petitions WebSIS Home My Forms New Form Help Log off

Add Drop: Fall Term 2013-2014 Status

[Edit Add Drop form](#) [View form history](#)

Instructions

This page shows the various statuses of the changes you submitted to your instructor and/or Advisor. You can cancel any of your changes on this page.

Saved Changes (show)

Approved Changes (hide)

Select	Subject # and Title	Change	Details	Approver	Last Approved
<input checked="" type="checkbox"/>	2.086 Numerical Computation for Mechanical Engineers	Drop	Never Attended	Yes: Slotine (A)	Jan 9, 2014 11:35:59 AM

[Submit to Registrar](#) [Cancel Selected Changes](#)

Held for Consultation (show)

Pending Changes (show)

Denied Changes (show)

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Version: 1.0.60 Revision: 9588 - 1/9/14 7:12 AM

Once your changes have been approved by your Advisor you must complete the final step to Submit the changes to the Registrar.

You may cancel any approved change.

When you are ready, select the item(s) to be submitted to the Registrar then click the button *Submit to Registrar*.

Be sure you get a confirmation message.

✓ Selected changes have been submitted to registrar.

For more information:

- View detailed Help. Click the Help link in the menu.
- Questions about adding or dropping subjects can be directed to your Academic Advisor, Department Registration Officer (graduate students), or Department Academic Office.
- Questions about the Add/Drop system can be directed to the Registrar's Office at records@mit.edu.