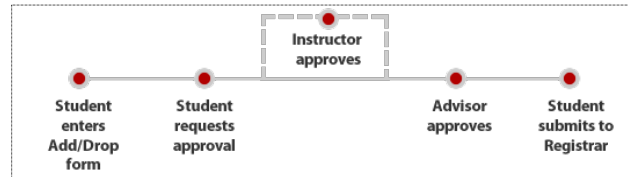# Registrar's Office

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
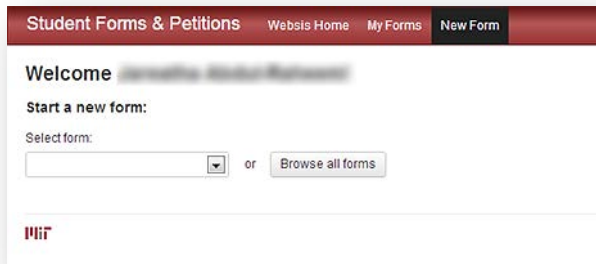
The My Forms Page

Click **start a new form** to create new Add Drop request.

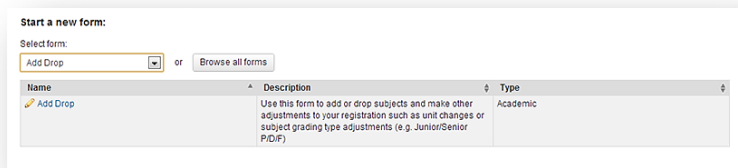Search for existing forms by Academic Term or by form type.

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.

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.

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.

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.

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.

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

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.

Continue to Approval

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

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 E*dit Add Drop form* to return to the **Add Drop** page.

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 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 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 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

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.

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.

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

[Link] [Cancel]

Saved Changes (hide)

Linked:
🔗 Add 2.704
🔗 Drop 2.670

[Link changes] [Unlink changes]
[Save] [Request Approval]

Pending Changes (hide)

Select	Subject # and Title	Change	Details	Approver	Approval Reques...
☐	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

[Unlink Selected] [Cancel Selected Changes]

Submit to Registrar

Once your changes have been approved by your Advisor you <u>must</u> 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.

For more information:

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