## MIT Registrar's Office

Student Forms and Petitions: Add Drop
A Quick Guide for Advisors and Instructors

The Add Drop form allows you to electronically review and act on proposed changes by students. Instructors, as necessary, are first asked to approve or deny a request with advisor approval following. Once approved, *the student* must submit changes to the Registrar to become official.
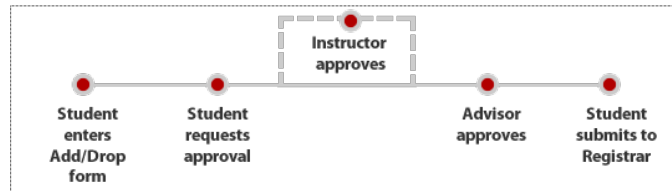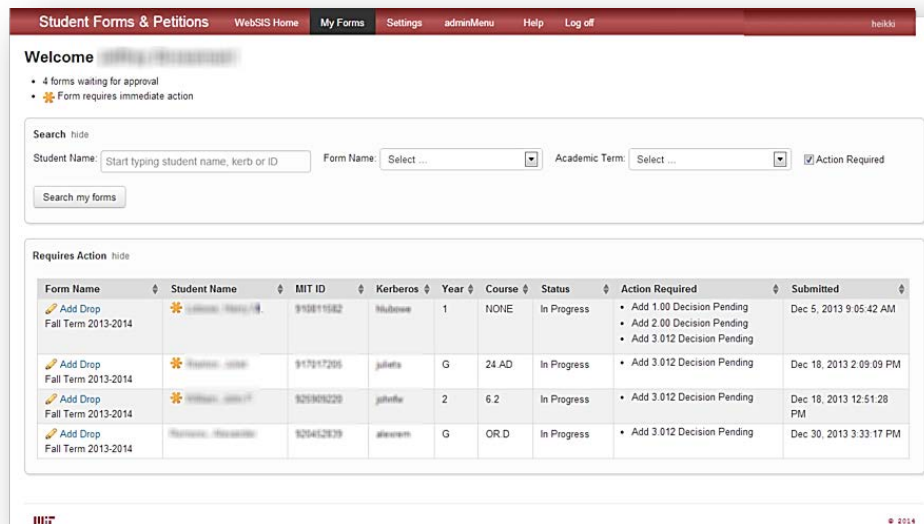

There are two pages you will use.

1. **My Forms** - locate your form for viewing and editing
2. **Add Drop** – approve or deny proposed changes by students

The My Forms Page (Advisor & Instructor)

Note the * indicates forms which require immediate action, i.e., they are within 72 hours of a deadline.

Search functionality is based on role (see next page). Search for students by name, Kerberos name or Student ID, by form type and/or Academic Term. Use this section to access forms for which you have previously rendered a decision and/or advisee forms which await instructor approval.

Click **Settings** in the menu bar to change email notification schedule.

The **Requires Action** list shows the type of form, the student name, ID and Kerberos, as well as, the status, actions required by students, instructors and advisors, and the date and time submitted. Click the Form Name (e.g., **Add Drop**) to open a student's form to the Add Drop page.

Search For Student Requests

You may refine your search depending on your role. **Advisors** may limit the search to the students they advise (*My advisees*), or to requests from students in subjects they teach (*Subjects I teach*), or all students in one list (*All*).

Instructors may limit the search to the individual subjects (*Subjects I teach*).

When Advisors or Instructors limit the search to their subjects a drop down list of the subjects taught will be available to select subject by subject.

Note: Department Administrators have additional search filters.

The Add Drop Page (Instructor)

The Student Information area at the top left of the form is the same for Instructors and Advisors. It displays student information. *Next Form* and *Previous Form* buttons help you navigate through multiple forms.

Click a name in **blue** to write an **email** to that person. Click a subject in blue to see the current MIT Subject Listing and Schedule. Click *Class List* to open the WEBSIS view of your class list in a new tab or window.

For each student, Instructors will see **Proposed Changes** in subjects which they are teaching.

For each proposed change, select a **Decision** from the drop-down list (*Approve*, *Deny*, or *Consult*). You may add a comment to the student.

Click **Submit Decisions** to save your decision and notify the student (consult or deny) or the student's advisor (approve).

Once you submit a decision you will receive a **green confirmation message**. Note that you may edit your decision until the next person in the work flow has taken an action.

My Notes
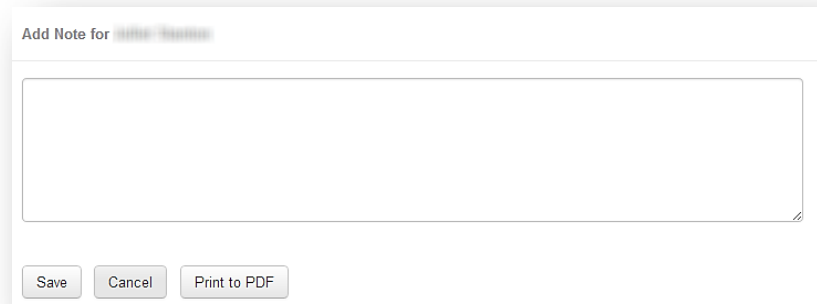
Click **(show)** next to **My Notes** to annotate an individual student page with notes which <u>only</u> you will see. Notes created in Online Registration will be available here and Notes created here in Add Drop are then available in Online Registration.

My Notes (show)
Online Subject Listing · Undergraduate Degree Audit · View Form History
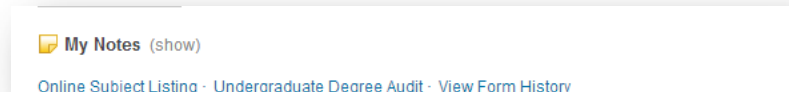
If notes have already been created you will see a list. Click a note to read or edit it.

My Notes (hide)
+ Add Note   Privacy Statement
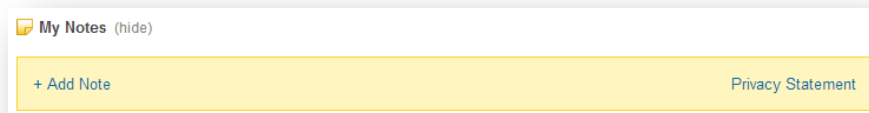
Click **Add Note**, then type your note and click **Save.** You can print your note as well. Notes created on an Add Drop form are also visible on the student's registration page.

Add Note for

Save   Cancel   Print to PDF

The Add Drop Page (Advisor)

The top area of the form is the same for Instructors and Advisors. It displays student information. *Next Form* and *Previous Form* buttons help you navigate through multiple forms. Click a **name** in **blue** to write an email to that person.

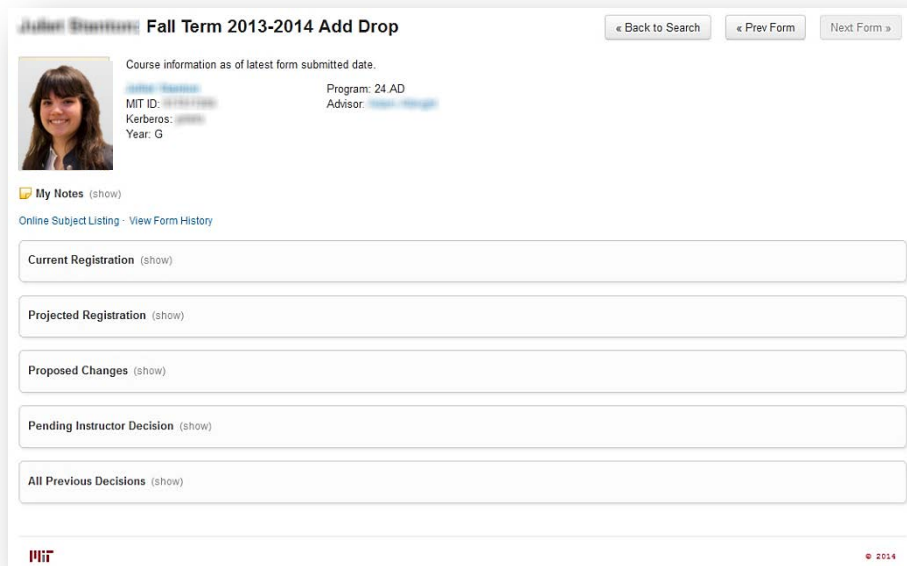Click *Online Subject Listing* to see the current MIT Subject Listing and Schedule. You can also click *View Form History* to see an audit log of activity for this form. For Freshmen you may click a link to view your advisee's *Freshman Folder*. *My Notes* lets you store annotations in the form of notes (see above).

The Add Drop page for a particular student will display the **Current Registration**, **Projected Registration**, **Proposed Changes**, **Pending Instructor Decisions**, and **All Previous Decisions**. Click the *hide/show* buttons to open or close a section. Each section is explained on the following pages.

Current and Proposed Registration

The **Current Registration** displays all subjects the student is officially registered for, with HASS & CI-H category, Units, and Grading Options. Click a **subject** in **blue** to see the current MIT Subject Listing.

The **Projected Registration** displays all subjects, HASS & CI-H category, Units, and Grading Options which will be in place if all of the student's proposed changes which are in the Advisor's workflow node are approved. Changes that await instructor approval (they are displayed in the "Pending Instructor Approval" section) will NOT be included in this section. Here the student is proposing to add of 3.012. Pertinent informational is displayed in a yellow message box if necessary.

Proposed Changes/Pending and Previous Decisions

The **Proposed Changes** section displays all changes that require your approval. For each individual subject, you must make a **Decision** from the drop-down list to *Approve*, *Deny* or *Consult*. Choose Consult if you wish to speak with the student before making a decision. You may also add a **Comment to Student**.

When you have made your decision click **Submit Decisions.** You may edit a decision until the student submits the form to the Registrar.

The Pending Instructor Decision section displays any subjects awaiting an instructor's approval. Once approved by the instructor, a subject would appear in your Proposed Changes section for your decision.

All Previous Decisions displays decisions you have previously entered. Once your decision is made on a proposed change, it is the student's responsibility to submit the change to the Registrar.

Linked Subject Requests

Students may link multiple subject together as a single request. They may wish to add Subject A but only if they can drop Subject B. **Instructors** will only see the part of the request they must approve or deny. **Advisors** will see the subjects linked as a group and must approve or deny these linked subjects as a single request.

Subject # and Title	HASS & CI-H Category	Units	Grading Option	Change	Decision	Comment to Student
2.001 Mechanics and Materials I		12	Regular	Drop : Never Attended	Consult ▾	Comment to Student
2.086 Numerical Computation for Mechanical Engineers		12	Listener	Change Grading : Regular To Listener		
2.009 The Product Engineering Process		12	Regular	Add		

For more information:

- o View detailed Help. Click the Help link in the menu.
- o View a demonstration video from the Help page.