

How to Add/Drop on

If you have not already scheduled courses, please review [How to Schedule Classes on the Registration Information Center webpage](#).

- 1.) Once you are logged in, click on “Enrollment, Financial Aid, Student Accounts and Student Services.”
- 2.) Click on “Registration.”
- 3.) To review schedule possibilities based on your preferences, click the “Schedule Planner” link and continue to step 4. If you already have CRNs, click on the “Add/Drop Classes” link and proceed to step 3a.
 - 3a.) Select a term and click the “Submit” button.
 - 3b.) Enter your AVN (found on your advisement sheet).
 - 3c.) Scroll to the bottom and enter the CRNs to add in the boxes.
 - 3d.) Select “web dropped” on the Action menu for the course sections to drop.
 - 3e.) Click “Submit Changes.” Go to step 15.
- 4.) You will be redirected to the Schedule Planner. Select the appropriate term and click the “Save and Continue” button.
- 5.) Click the “Continue Planning Schedule” button.
- 6.) If you are considering alternate sections (same course with different modality, meeting times or instructor) of courses for which you are already scheduled, check the courses to add/drop under Courses. If you are dropping one course and adding a different course (for example dropping PSYC 100 and adding SOCL 100), go to step 6a.
 - 6a.) Click the “Add Course button.”
 - 6b.) Search for the course to add and click the “Add Course” button.
 - 6c.) When done searching click the “Done” button.
- 7.) Uncheck the currently scheduled course section to drop under Current Schedule. Click the “OK” button on the popup warning message.
- 8.) Uncheck all course sections under Shopping Cart. Click the “OK” button on the popup warning message.
- 9.) Click the “Generate Schedules” button. Your possible schedules will appear. Hover over the magnifying glass for a visual schedule view or click the “View” link to see specific schedule information.

- 10.) When you find a schedule you want, click the "Send to Shopping Cart" button at the top of the page. Click "Continue" on the prompt that appears.
- 11.) Only the new course sections in the schedule you chose will appear in the Schedule Planner Registration Cart. Click the "Add to Worksheet" button to continue.
- 12.) Enter your AVN (found on your advisement sheet).
- 13.) The CRNs for the new course sections will appear in the boxes at the bottom of the page. Select "web dropped" on the Action menu for the course sections you wish to drop.
- 14.) Click "Submit Changes."
- 15.) Scroll down to see the status of your schedule. The courses you are registered for will say "Web Registered" next to them. You may encounter a few different types of registration errors:
 - Prerequisite and Test Score error: This course has a pre-requisite. Your advisor must override this error.
 - Reserve Closed or Field of Study Restriction - Major: Some seats are reserved for certain majors. If you get one of these errors, the section is closed to you.
 - Linked course required: You must select a corresponding lecture and lab to register for this course.
 - If you are routed to the Registration Compliance Results page, you have scheduled a course that will not be covered by financial aid and should consult your academic advisor.
- 16.) To print out your schedule when you are done, scroll to the top and click "Return to Menu." Click "Student Schedule by Day & Time." Enter the date of the first day of classes for the semester you are registering for in the date box. If the semester begins on a day other than Monday, be sure to advance your schedule by clicking the "Next Week" link at the top so that all class meetings appear. Then, print it out.

For assistance, visit the Registration Information Center at the Registrar's Office (first floor of Guenther Enrollment Services Center) or contact the Registration Information Center at 518-629-7700 or studenthelp@hvcc.edu.

