

DIRECTIONS FOR ADD/DROP ONLINE USING BANNER SELF SERVICE

IMPORTANT DATES FOR SPRING 2009 SEMESTER

| WHEN | WHAT | WHERE |
|---------------------------|---|----------------------------------|
| Monday, February 2, 2009 | ADD/DROP begins @ 8:00 am Credit/No Credit begins | Online using Banner Self-Service |
| Friday, February 13, 2009 | Last day to ADD a class* | ↓ |
| Friday, February 27, 2009 | Credit/No Credit ends* Last day to DROP a class without a WDR* | |
| Wednesday, May 13, 2009 | Last day to WITHDRAW from any course | |

*Deadline = 11:00 p.m.

FREQUENTLY ASKED REGISTRATION QUESTIONS

• **When can I adjust my schedule online again?**

The online system will open to all students at 8:00 am on the first day of classes. Students may add themselves to any open class that does not require a signature. (See above table for dates and times.)

• **What if the class I want to take says “requires instructor permission”?**

To register for a class that requires a signature, you will need either a completed exception form signed by the professor teaching the class or an electronic approval entered by the professor. Once the electronic approval has been entered by the professor, the student may register online for the class. Completed exception forms are turned in at the Registrar's Office. The exception forms can be printed from the Registrar's website under [Registration/Schedules](#) - copies of the form are also available in the Registrar's Office.

• **How many units can I register for?**

Upper class students are able to register for a total of 5.75 units; First Years may register for a maximum of 4.75 units. First Years will need their Dean's signature to drop a course once the online system has closed. After you have added/dropped your classes, print out a copy of your schedule to make sure that the results are as expected.

• **How long can I add and drop classes online?**

The online system closes to all activity on the last day of drop without WDR (See above table for dates and times.) After this date, drop cards are available in the Registrar's Office and will be required to withdraw from any course until the last day of classes.

• **How do I easily find open classes?**

The “LOOK UP CLASSES TO ADD FUNCTION” is useful to help you find open classes. Complete instructions for online registration, class enrollments and semester schedule can be found on the Registrar's website under [Registration/Schedules](#).

NOTE: For some courses, you will see a time followed by the words “ALT1” or “ALT2” (for example, 8:30 AM-ALT1). This indicates that the meeting on that day is on alternate weeks, starting either the first week of the semester (ALT1) or the second week (ALT2).

• **Do I need to go to class on the first day?**

We have asked faculty to take attendance during the first class meeting and to assume that those students who are absent are not planning to take the course. If you are not able to attend the first meeting of a course for which you are registered, and you do plan to take the course, be sure to notify the faculty member in writing of your intention. You may be dropped if the instructor requests us to do so, based on your absence.