

# Drop/Add Instructions and Tips for First-Year Students

The registrar's office understands that making changes to your schedule may feel daunting the first time through. **Please read the following instructions and tips carefully so you will feel more confident when you access Banner Self-Service.** We also encourage you to view the Drop/Add tutorial videos, available on the registrar's web page (<https://www.colgate.edu/about/campus-services-and-resources/using-course-registration-system>), for step-by-step instructions for using Banner Self-Service.

**Before you make schedule changes, you must check the Course Offerings web page to see if there are open seats and/or if there are restrictions or prerequisites that will prevent you from registering.** Some faculty members have chosen to maintain their own rosters during Drop/Add. These courses have an "Instructor signature required during Drop/Add" or "Instructor signature required" noted in the Restrictions column on the Course Offerings page. If this restriction appears you will **not** be able to add the course online. You must go to the instructor, obtain his/her signature on your Drop/Add schedule, and then bring your schedule to the Registrar's Office for processing. *Please be aware that FSEM changes are not permitted.*

The first day of classes—known as the "Half Day," because every class meets for a shortened period—is a great opportunity for you to visit classes that interest you (even if you are not currently registered) to see if you can either add the course online or be signed in by the instructor. Please refer to the [Half-Day Schedule](#).

## Making Schedule Changes during Drop/Add

### Accessing Banner Self-Service:

- Log into the **Colgate portal** ([portal.colgate.edu](http://portal.colgate.edu)), using your Colgate network login and password.
- In the **Banner Self-Service** portlet, click on the **Registrar** tab, then click the **Register for Classes** link.
- Select the appropriate **term** (fall 2019) and click **submit**. Scroll to the bottom of the page and click **Add or Drop Classes**.

### Dropping a course:

- In the **Current Schedule** portion of the page, identify the course you want to drop. Choose the corresponding drop-down menu under the **Action** column and choose **Drop During Drop/Add**.
- Click **Submit Changes** at the bottom of the page to officially drop the course.
- Confirm in the **Current Schedule** portion of the page that the course is now removed from your schedule.

### Adding a course:

- In the **Add Classes Worksheet** portion of the Add or Drop Classes page, enter the **CRN** (course reference number), which is obtained from the Course Offerings page. If you are registering for a course with a lab or required film screening, you must enter both CRNs simultaneously.
- Click **Submit Changes** to officially add the course.
- If there were no registration errors, the course now appears under the **Current Schedule** portion of the page with the status of Registered. **If anything appears in the Registration Add Errors section of the page, your registration was not successful.** Please read the error message carefully and follow the instructions or choose a different course to add.

**After making course changes online, be sure to review your schedule for accuracy:** Added courses should be listed on the schedule with a status of Registered, and dropped courses should no longer appear. Once your changes are complete, you must exit the registration session, sign out of the portal, and close all browser windows. Failure to sign out properly may result in subsequent log in errors.

**Reminder:** You will find video tutorials with step-by-step instructions for Drop/Add at <https://www.colgate.edu/about/campus-services-and-resources/using-course-registration-system>. The registrar's office web page ([www.colgate.edu/registrar](http://www.colgate.edu/registrar)) also provides additional information that you will find helpful.

(Continue reading for Drop/Add Tips)

## Drop/Add Tips:

- ❖ The Course Offerings web page ([www.colgate.edu/courses](http://www.colgate.edu/courses)) provides detailed course information, including real-time enrollment counts and course descriptions. Before attempting any schedule changes online, you must review the enrollment count (for open seats), pre-requisites, restrictions, or other notes associated with the course. We encourage you to review the Course Offerings before accessing Banner Self-Service.
- ❖ **You will need the course CRN (available in the course offerings) to register online.** You will enter the CRN in Banner Self-Service (web registration) to register yourself for a course.. Please see above for detailed instructions for accessing Banner Self-Service, and be sure to confirm the subject, course number, section, title, and instructor once you have registered.
- ❖ You are currently registered for 4 courses (4.00-4.50 course credits). Because your total credit enrollment may not exceed 4.50, you may need to drop a course before adding an open course. Do not drop a course unless (1) you are certain you do not want to take that course, or (2) you are certain you can secure a seat in an added course, either online or by obtaining a faculty signature. If you drop a course inadvertently, you may not be able to get back in, so use caution when dropping courses!
- ❖ **You must be registered for four (4) full-credit courses.** Check the “Total Credit Hours” just below the “Current Schedule” section in Banner Self-Service to verify you are registered for 4.00-4.50 course credits. If you are not registered for a full course load you may enter additional CRNs until your Total Credit Hours is between 4.00 and 4.50 course credits. *(Note: Students must obtain permission from their FSEM instructor/academic adviser to take more than 4.50 courses in their first semester. This is only permitted on rare occasions for extenuating academic reasons.)*
- ❖ Courses and required co-requisites (e.g., labs, film screenings) must be registered for simultaneously. That means you must enter and submit **both** CRNs at the same time. You will not be able to register if either the lecture or lab is closed. **In order to register online, both the lecture and lab must be open (seats available and no restrictions that pertain to you).**
- ❖ **If you receive a registration error message when attempting to add a course using Banner Self-Service, you will not be able to complete the registration transaction.** Make note of the error message so you understand and, if possible, can resolve the issue. For a complete list of registration errors and resolutions, please visit the registrar’s office tutorials web page <https://www.colgate.edu/about/campus-services-and-resources/using-course-registration-system> (registration errors are at the bottom of the page).
- ❖ Closed or restricted courses may not be added online. **To add a closed or restricted course, you must obtain the course instructor’s permission to register.** Permission can be granted in one of two ways: 1) obtain the instructor’s signature on your Drop/Add schedule; or 2) obtain an email from the instructor that clearly states permission to register, including the subject/course/section. Either form of permission must be brought to the registrar’s office to be processed as quickly as possible, but no later than the end of the Drop/Add period (September 9). Please note that you are not officially registered for a closed or restricted course until you have brought your proof of permission to the registrar’s office and the registration change has been processed by our staff.
- ❖ The Registrar’s Office is open Monday-Friday, 8:00am-4:30pm, including Labor Day. We are here to help. If you are having issues or have any questions please feel free to call, email, or visit our office. We can be reached at 315-228-7408, [registrar@colgate.edu](mailto:registrar@colgate.edu) or 103 Lathrop Hall.

## Trouble shooting tips:

- ❖ Because the portal uses single sign on to authenticate your identity, there are security measures in place to protect your account. **If you log into the portal and access Banner Self-Service (web registration) you must sign completely out of the portal and close all browser windows.** Failure to close your browser between sessions may result in a log in error the next time you attempt to access Banner Self-Service. You can also try using a different browser if trouble persists. If you continue to experience problems, please contact the ITS service desk for assistance (315-228-7111 or [itshelp@colgate.edu](mailto:itshelp@colgate.edu)).