Paperless Adds/Drops/Changes in Workflow
(Faculty/Staff/Dean Instructions)

Overview:

The Office of the Registrar has previously required paper forms for students to add, drop, or change classes when the CyberBear editing period ends after the 15th instructional day (or equivalent for summer). Workflow allows students to collect the required permissions to complete a registration change without paper.

**Step 1: Student submits request to add, drop, or change grade mode/credit level in CyberBear.**

The *Course Add Change Drop* link is located in CyberBear under Student Services (left column or collapsed under “Additional Links” if on a mobile device). It routes to their current term schedule:

If adding a new class, use the Add Course button to search. CRNs are clickable to change or drop. The CRN redirects to give the option to drop or change the selected course:

The next screen displays fillable selections for changes (grade mode & credit load where applicable) and policy affiliated with the chosen action. This includes the route their request will be sent through before the request can be approved and processed.

For a change:
For a drop:

Step 2: Email is sent to the required signer with a link to the student’s request.

Routing for signatures is automated, based on Banner information and the action (add, drop, or change) requested by the student. The first person notified of a request is always the instructor of record in Banner. Signers are notified one at a time, so if one signer denies or fails to respond to the request, the student’s request will not move to the next signer in line. Routing is as follows:

**Add Class & Change Grade Mode or Credits:**

- **Instructor of Record**
- **Assigned Academic Advisor**
  (skips for Post-Bac & Grad Students & skips in summer)
- **Specialty Advisor**
  (Veteran benefit recipients, NCAA athletes, or international students w/ certain visas)
- **Office of the Registrar**

**Drop Class:**

- **Instructor of Record**
- **Assigned Academic Advisor**
  (skips for Post-Bac & Grad Students & skips in summer)
- **Specialty Advisor**
  (Veteran benefit recipients, NCAA athletes, or international students w/ certain visas)
- **Dean of Declared Major**
  (after 45th Class Day or equivalent)
- **Office of the Registrar**

Step 3: Click the link in the email to navigate to the Workflow log-in screen.

Log in using your netID and password. If you are already logged in to CyberBear, Moodle, etc. it should put you directly into Workflow without prompting for your log-in information.

Step 4: Click the pending request in your Worklist to start your review of the student’s request.
Step 5: Review the student’s request & approve or deny.

The student’s information will be listed, along with the course information, and any comments submitted by the student. Based on this information, you can approve or deny the request at the bottom. If you deny a student’s request, your comments will feed into the denial email to the student and the Workflow ends. If you approve the request, a Workflow email notice is sent to the next signer in line. You may click the Cancel button at the bottom if you need more time or information before approving or denying the request.

Your screen will look similar to this, depending on your role:

Step 6: Student receives email once the request is processed by the Registrar’s Office or is denied by a signer

If you have questions or need help with this process, you may contact the Registrar’s Office at (406)243-5600 or registration@umontana.edu.