Paperless Adds/Drops/Changes in Workflow
(Student 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 your 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 your 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 your request.

Routing for signatures is automated, based on CyberBear information and the action (add, drop, or change) requested. Remember – if you change your major after the 15th day of the semester, your former advisor will be notified unless your new advisor is assigned in CyberBear. 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, your 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: You receive an email once the request is processed by the Registrar’s Office or is denied by a signer

If your request is approved and completed, you’ll be able to see the change in CyberBear right away. If denied, the comments provided by the signer (instructor, advisor, or Dean) will be included in your email for reference.

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.