

## Course Adds/Drops/Changes in Workflow

(User Instructions)

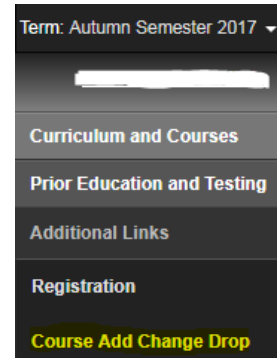
### Overview:

The Course Add Change Drop workflow allows students to add, drop, or change classes when the CyberBear editing period ends after the 15<sup>th</sup> instructional day (or equivalent). It collects the permissions required by UM's Academic Policy to adjust registration 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 in the left column or collapsed under "Additional Links" on mobile devices:

Instructions appear to **first** speak with their instructor and/or advisor to discuss options before kicking off a request.



*Paperless Course Add, Change, and Drop Requests*

If you wish to add, drop, or change courses for the semester in progress, you must obtain official permission. This online form will help you collect the required permissions without a paper form.

**Before you begin...**

1. Contact your instructor and/or academic advisor BEFORE you initiate a request. Speaking with your instructor or advisor first may change your mind about what action you want to take. For instance, your instructor may offer to work with you or your advisor could connect you with a tutor so you won't need to drop the course. [These conversations are invaluable and this system should not replace them.](#)
2. If you need to drop all of your courses for this semester, you must complete a Semester Withdrawal form. This can be picked up at the Registrar's Office or found at [www.umt.edu/registrar](http://www.umt.edu/registrar).
3. If you are not registered for any credits this semester and need to enroll, you must complete a Petition to Register & Pay After Deadline form. This can be picked up at the Registrar's Office or found at [www.umt.edu/registrar](http://www.umt.edu/registrar).

It then routes to their current schedule.

*Current Registration*

*Click a CRN to Change or Drop a Course*

CRN	Subject	Course	Section	Title
<a href="#">33307</a>	ANTY	133X	01	Food and Culture
<a href="#">30292</a>	MUSI	132L	01	History of Rock & Roll
<a href="#">30180</a>	PSYX	100S	03	Intro to Psychology
<a href="#">30007</a>	THTR	120A	04	Introduction to Acting I
<a href="#">35100</a>	WRIT	201	06	College Writing II

If adding a new class, use the Add Course button to search. CRNs are clickable to change or drop.

**Course Lookup**  
*Search for desired course, then select the CRN to continue submitting request*

Search:

CRN	Course	Title	Credits	Campus	Bld/Rm	Days	Time	Instructor
35054	MBA 694-R63	Sem: MGMT Cultural&EthicalBord	1-15	7		-----U	08:00 AM-11:50 AM	Staff Staff
35050	MBA 694-R61	Seminar: Entrepreneurship	2-15	7		-----	-	Staff Staff
35017	GDSN 231-50	Graphic Design Applications	3	MD		-----	-	Staff Staff
35014	ARTZ 105A-04	Visual Language - Drawing	3	M		M - W - - -	12:00 PM-01:50 PM	Staff Staff

The CRN redirects to give the option to drop or change the selected course:

**Choose your action below.**

CRN	Subject	Course	Section	Title	Credits	Grade Option
30180	PSYX	100S	03	Intro to Psychology	4	Traditional

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 the request will be sent through before it can be processed.

Change Example:

**Course Change Credits/Grade Option**  
*If credits or grade option cannot be adjusted, no choices will appear in the dropdown menus below.*

CRN	Subject	Course	Section	Title	Credits	Grade Option
70086	KIN	447	01	Analytical & Comm Techniques	3	C - Credit/No Credit

**Change Reason**

Check the checkboxes below to agree and finish changing course

I understand my request to change this course will be forwarded to the instructor and my assigned academic advisor. Post-baccalaureate and graduate students do not require an academic advisor's approval. Students who receive veteran's benefits, hold certain student visa types, or are NCAA athletes require additional approvals from those advisors.

I have reviewed the policy for changing courses after the 15th instructional day (or equivalent day for summer/wintersession) and understand it is my responsibility to secure all approvals by the deadline. Courses taken to meet general education, major, or minor requirements must be taken for a traditional letter grade. There is no charge to change the grade option. Increasing the number of credits may result in additional tuition and fees. If an increase is approved, the additional credits will be added to my current semester registration and any corresponding tuition and fees will be billed to my account. <http://catalog.umontana.edu/academics/policies-procedures/>.

A confirmation will appear at the top of their current course list:

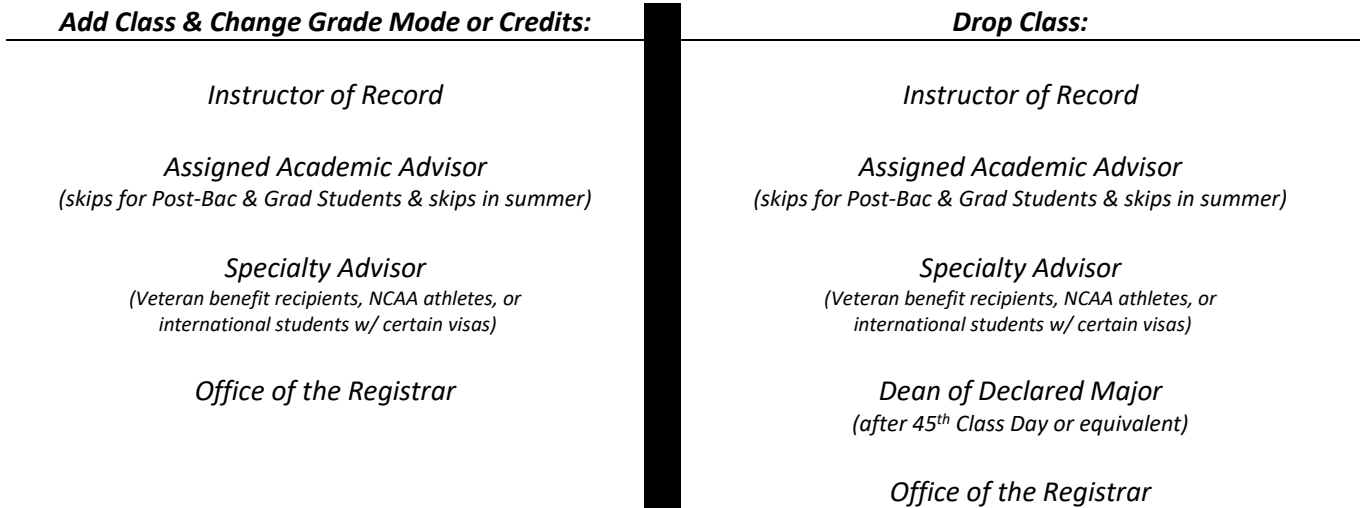
Your request to add CRN 3 [redacted] has been submitted to the instructor for approval.

**Please check your UMontana email often.** You will receive notifications:

- As your request **moves to the next signer** in line (please refer to [Electronic Add/Drop/Change Instructions](#) for the sequence of signers).
- If your request is **denied**.
- If your request is **approved** and your registration has been updated.

**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:



**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 may put you directly into Workflow without prompting for log-in information.

**\*\*NOTE:** as of 2/1/2021, the link points to a new URL. The new URL is still stable, but if you have the old URL bookmarked, you will need to update it.

**Step 4: Click the pending request in your Worklist to start your review of the student's request.**

Each request will be labeled "CRSECHG – Student's Name – ACTION".

Status	Organization	Workflow	Activity	Priority	Created
	Root	CRSECHG - ██████████ ADD Ready	Instructor_Approval_NonDrop_Form	Normal	01-Feb-2021 11:52:32 AM

**Step 5: Click the name to open the student's request. Approve, deny, or put the request on hold.**

The course and student's information is listed, along with any comments submitted by the student. For change requests, you will see both the Current and New Course information.

Your screen will look similar to these examples, depending on your role and the type of request:

Example:

Worklist - Instructor Add/Change Request Approval Form

## Instructor Add/Change Request Approval Form

**Instructions:**  
Please review this student's request to add or change your course.

**For CHANGE Requests:**  
'New Course' data fields reflect the student's requested change - section, credit load, or grade mode options.  
'Old Course' data fields are for reference.

\* Indicates a required field

**Requested Action:**

**Semester:**

Scroll down the page to see all the relevant information:

**Last Name:**

**Email:**

**Student Comment:**

**New CRN:**

**New Course Subject:**

**New Course Number:**

At the bottom, you will have three choices:

\* Approve or Deny:

Approve

Deny

Put on hold

If you selected Approve, please SCROLL DOWN and click COMPLETE.

If you selected Deny, an email will be sent to the student.

Only enter email content if you chose DENY:

If you selected Put on hold, an email will be sent to the student.

Only enter email content if you chose PUT ON HOLD:

Next Steps:

Click complete.

When you approve or deny a request, it should disappear from your Worklist.

If it reappears, click it to reopen, check your selections and click complete again.

The change to your roster will appear after all approvals are received and the request is processed by the Registrar's Office.

Cancel Save & Close Complete

**Note:** You only need to enter text in the DENY or PUT ON HOLD boxes if you chose that option above.

**Approve:** An email is sent to the next signer in line; the request disappears from your Worklist; the student will receive emails as the request moves to each signer.

**Deny:** Your comments feed into a denial email to the student; request ends & disappears from your Worklist. Try to avoid denying the request unless you are certain you want to deny it. A student cannot re-initiate the same request unless IT and the Registrar's Office take steps to allow it. Please contact the Registrar's Office to start this process if necessary.

**Put on hold:** Your comments feed into an email to the student so you can ask questions, tell them you need to meet, or whatever else you need before making a decision; **request stays in your Worklist until you are ready to approve or deny it.** The link in the original email remains active so you can return to the request.

**You must click the "Complete" button at the bottom to finish & launch hold or deny emails.**

Only click "Save & Close" or "Cancel" if you're not ready to make any decision.

***Step 6: Student receives an email when it moves to the next step. Final confirmation is sent to the student once the request is processed by the Registrar's Office. The course roster will automatically update.***

Remember, if you choose to put a request on hold, it will remain pending in your Worklist until you approve or deny it. It's just like if you are holding on to the student's form in your office – it's in limbo until it goes to the next person. All deadlines still apply, so please keep this in mind if you are waiting to make a decision.

If you have questions or need help with this process, please contact us.

**Office of the Registrar – University of Montana**  
**201 Lommasson Center**  
**(406)243-5600 or [registration@umontana.edu](mailto:registration@umontana.edu)**