

# 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 15<sup>th</sup> 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:

**Student Profile -**

Term: Summer Session 2017

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Registration
- Course Add Change Drop**
- Student Accounts

*Current Registration*

Click a CRN to Change or Drop a Course

CRN	Subject	Course	Section	Title	Credits
33307	ANTY	133X	01	Food and Culture	3
30292	MUSI	132L	01	History of Rock & Roll	3
30180	PSYX	100S	03	Intro to Psychology	4
30007	THTR	120A	04	Introduction to Acting I	3
35100	WRIT	201	06	College Writing II	3

Add Course

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:

*Choose your action below.*

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

Change Credits/Grade Options   Switch Sections   Drop 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:

*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
30180	PSYX	100S	03	Intro to Psychology	4	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.

Finish Changing Course

For a drop:

*Drop Course*

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

Drop Reason

▼

Check the checkboxes below to agree and finish dropping course

I understand my request to drop this course will be forwarded to the instructor and my assigned academic advisor. The Dean of my major will also be included if not approved by the 45th instructional day (or equivalent day for summer/winter session). 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 dropping courses after the 15th instructional day ( or equivalent day for summer/winter session) and understand it is my responsibility to secure all approvals by the deadline. If approved before the 45th instructional day, the course status will change to "withdrawn" and a "W" will appear on my transcript. If approved after the 45th instructional day, the course status will change to "withdrawn while passing" or "withdrawn while failing" per the instructor's notation, and a "WP" or "WF" will appear on my transcript. A \$10 late drop fee will be billed to my account for each approved course drop. There is no refund of any tuition or fees for courses dropped at this time. Dropped courses do not affect my GPA, but appear on my transcript and count as attempted credits which can affect future Financial Aid eligibility and VA benefits.

Finish Dropping Course

**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 15<sup>th</sup> 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:

<b>Add Class &amp; Change Grade Mode or Credits:</b>	<b>Drop Class:</b>
<i>Instructor of Record</i>	<i>Instructor of Record</i>
<i>Assigned Academic Advisor</i> <i>(skips for Post-Bac &amp; Grad Students &amp; skips in summer)</i>	<i>Assigned Academic Advisor</i> <i>(skips for Post-Bac &amp; Grad Students &amp; skips in summer)</i>
<i>Specialty Advisor</i> <i>(Veteran benefit recipients, NCAA athletes, or international students w/ certain visas)</i>	<i>Specialty Advisor</i> <i>(Veteran benefit recipients, NCAA athletes, or international students w/ certain visas)</i>
<i>Office of the Registrar</i>	<i>Dean of Declared Major</i> <i>(after 45<sup>th</sup> Class Day or equivalent)</i>
	<i>Office of the Registrar</i>

**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](mailto:registration@umontana.edu).