

Add Drop course electronic process

The new electronic Add and Drop Course process provides the form and processing in a digital format. Approvals from instructors and advisors are buttons to click instead of adding signatures. Students, Instructors, and Advisors can make comments to give additional information needed to process the add or drop.

Student Instructions

1. Access the Add or Drop screen by navigating to the Registrar's Page, <http://registrar.press.hollins.edu>. Once you are on the Registrar's homepage, click the link Policies, Information, and Forms. Click the link to Academic Forms. At the top of the page, click the Add a Course or Drop a Course link depending on what you want to do.

NEW!!!! ELECTRONIC PROCESS FOR ADDING AND DROPPING COURSES

Click the links below to use the new electronic forms. Students need to complete the electronic form and then it is forwarded to instructor and, if approved, sent to advisor, and when approved sent to the registrar's office for processing.

This is now an electronic process utilizing digital approvals, not a form to be downloaded. Students must begin the process by entering information electronically.

[Add a Course](#)

[Drop a Course](#)

[Add Drop Course instructions \(Word\)](#)

2. If prompted, sign in to your Microsoft account using your Hollins Username that you use to log onto a Hollins computer followed by @hollins.edu. It may not be your email address, so make sure you use your Username and your network password.
3. Complete digital form.
 - a. enter your ID number beginning with an A or @ symbol.
 1. Name – First and Last
 2. Phone – number where you can be reached if necessary
 3. Student Type – undergraduate or graduate
 4. Class Year – year you will graduate
 5. Effective Term – term for which you are registering (202101=Short Term 2021, 202102=Spring 2021)
 6. Student Comment – list the reason you are requesting to be added to the course (i.e. course closed, missing a prerequisite, going over 18 credits, etc.)
 - b. Add Course information
 1. CRN – enter CRN of course to add. Make sure you check the schedule of classes for the correct CRN. If a cross-listed course, make sure you give the CRN of the subject area for which you want to be registered.
 2. Course, Instructor, and Credits will fill in.
 - c. Enter Advisor's name. If you have more than one advisor, only enter 1 name. Choose the advisor advising you for this particular course.
 - d. Student Signature – Type your name.
 - e. Click Submit

ADD Class Form

Student ID:

Name:

Phone:

Student Type:

Class Year:

Effective Term:

Student Comment:

ADD Class

CRN:

Course:

Instructor:

Credits:

Advisor:

Student Signature:

Date:

The form will go first to the instructor for approval and then to the advisor. You will receive an email when the instructor approves or rejects the form and the same for your advisor. Comments can be made by either one for further information needed or to approve the add.

Instructor Instructions

1. Student will complete the electronic add or drop process electronically. You will receive an email asking for you to approve or reject the adding or dropping of the student to your course.
 - a. Approve for the student to add the course by clicking the Approve button. You may choose to make a comment.
 - b. If you have a closed course or the student doesn't have the prerequisite for the course, etc., you may choose to not allow the student into your course by choosing the reject button. Please make a comment so the student will understand why you are not allowing them into the course.
2. If the course is full, you can begin to make a waitlist of students who may need your course.
 - a. Reject the initial add form and comment to the student you will add them to your waitlist you are keeping
 - b. If a spot opens up in the course, alert the student by email that they need to submit the add form again. When add form email arrives, approve the adding of the course for particular student. Once the advisor approves, the student will be added to the course.
 - c. **When you approve a student to register for a closed course, you must add a comment that the course is closed, but that you approve the student to register for the course. Without this comment, the add form will be rejected.**
3. Please remember, your approval will trump any error that occurs when the registrar's office registers the student. You will need to make additional comments to inform the registrar's office of limitations to the adding of the course.

Advisor Instructions

1. Once the instructor has approved the adding or dropping of a course, you will receive an email asking for you to approve or reject the adding or dropping of the course for your advisee
 - a. Approve for the student to add the course by clicking the Approve button.
 - b. If you do not approve for the student to take the course, you will click the reject button. Please make a comment to the student as to why you are rejecting the request.
2. If the student is going to take more than 18 credits and needs your approval, please list in the comment section the exact number of credits you approve.
3. Please remember, your approval will trump any error that occurs when the registrar's office registers the student.

Any comment made by student, instructor or advisor will be seen by all parties including the registrar's office.

Registration of course

1. Once the form is approved, the registrar's office will receive the form. The form will be processed.
2. The student will receive an email of approval if the course is registered or dropped depending on the request. If for some reason the change to registration cannot take place, an email will be sent with the reason why.