

## ADD/DROP PERIOD CHECKLIST

- You will not be registered for any course added during this period until it is approved by your advisor.
- A space will be held for you in the courses pending approval.
- The **View Grid** link, **Finished Registering** link, and **Course Schedule** menu item will not show the courses pending approval from your advisor and may not show the registration year and term.
- Select the **Online Registration** link from the menu bar.
- Select the Year/Term.
- If you do not have access to Online Registration for the selected year/term, the reason will display.*
- Courses for which you are currently registered will be listed under the **Current Schedule** heading.
- If you populated your cart prior to registration opening, the contents of the cart will be listed under **Shopping Cart Contents**.
- Use **Course Search** to add courses to your registration cart.
- Check boxes in the Drop column to remove courses from your current schedule.**
- Check boxes in the Submit column to add courses from your cart to your schedule.**
- When you are finished, click on **Submit for Approval**. Any errors that arise while processing will be displayed and must be corrected in order to proceed.
- If there are no errors, you should see the following messages:
  - You have made changes to your schedule without errors. If you would like to make additional schedule changes, please select Make Schedule Changes.
  - An Advisor Approval email has been sent to PROF (Your Academic Advisor).
  - An email has been sent to the following address to confirm your most recent registration activity: yourname@randolphcollege.edu (Your name).
- The courses that you have submitted for approval are shown under the heading **Schedule Pending Advisor Approval**. A space will be held for you in those courses until a decision is made.
- Click on the link in the maroon box and complete the Online Registration Survey. Close the Online Registration screen when you are finished.
- Check the email "Your online registration is confirmed." Courses submitted for approval will show in your Shopping Cart as "\*\*Advisor Approval Pending."
- You will receive an email when your advisor has reviewed your schedule. To view the results, go to IQ Web and select Online Registration for the correct year and term.
- The courses for which you are now registered will be shown under the **Current Schedule** heading.
- Click **View Advisor Approval Details** to see additional information about which courses were approved or declined. If your advisor approved a course, you are now registered for that course.
- If your advisor declined a course, you no longer have a reserved space. If you would still like to add the course, you must submit a paper Add Form to the Registrar's Office.
- Select the **Course Schedule** link from the menu to verify your schedule.
- Contact the Registrar's Office ext. 8143 if you have any questions or problems.