DROP/ADD INSTRUCTIONS

The first week of classes each semester is designated as the Drop/Add period. Drop/Add gives students who have a scheduling conflict or a class that doesn’t quite “work” the opportunity to change their schedules. All DEP students will have a “DU Hold” on their accounts that will prevent them from making schedule changes in Drop/Add without approval of both the high school counselor and the DEP Advisors. This ensures that inadvertent changes are not made that could impact your high school graduation.

Students must do the following to have the hold removed and gain access to the registration system:

1. From your KSU email account, email depadvising@kennesaw.edu to indicate which class(es) you wish to change and to request the “DU Hold” be taken off of your account so you can access the registration system. Be sure to “cc” the high school counselor on all correspondence and provide your KSU ID#.

2. In the text of the email, you must ask your counselor to “reply to all” with approval of the change you desire to make.

3. Once we have received your request for a schedule change AND your counselor’s approval of the changes, we will notify you via your campus email account that your hold has been removed and you are able to change your schedule.

4. Once you have made the change to your schedule, you will need to “reply to all” to your counselor and depadvising@kennesaw.edu with a screen shot of your new schedule. A DEP advisor will then replace the hold on your account and your funding application will be adjusted to reflect the new course(s).

After your hold has been removed, follow these instructions to change your schedule during Drop/Add:

Understanding Drop/Add. During Drop/Add, seat availability is very fluid and will constantly change from moment to moment as students change their schedules. The moment a student drops a class, any student searching for that class can grab their seat. For this reason, it pays to check the system as frequently as possible to find your preferred class. Similarly, you want to be very careful that you don’t drop a class until you’re sure you have your desired class, or another student can grab your dropped seat and you may not be able to get it back.

1. Click here (Owl Express) and log in with your NetID and password.
   a. Select Registration from the main menu. Enter the term if prompted.
   b. Select Class Registration (Add or Drop Classes)
      You should see a registration worksheet screen showing the courses you are currently registered for.
      At the bottom of the registration worksheet, click on the Class Search button.

2. From the drop/down menu, select the course abbreviation (for example, ENGL) and enter the course number (for example, 1102). For maximum options, you may leave the rest of the variables unselected.

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3. The computer will display all sections of the course with full courses noted in red as “CLOSED” and available courses marked in green with an open checkbox. *Remember to avoid courses with a “C” suffix (Learning Communities that require you to take multiple linked courses, not just the one you want) or an “H” suffix (Honors courses are not available to DEP students unless they have applied to and been accepted into the University Honors Program)*...

   o **TO DROP ONE CLASS AND ADD ANOTHER:**
     When you find an available seat you wish to add, copy down the 5-digit CRN. Go back to the registration worksheet screen and enter the CRN in one of the boxes at the bottom of the worksheet. Then click on the drop-down menu beside the class you wish to drop and select Drop Web. Scroll to the bottom of the screen and click on the Submit button. You should see the unwanted class disappear from your worksheet and the desired class added.

   **WARNING!!** Even though the registration system will appear to process the course drop and add simultaneously, it will actually process the drop first and will then try and add the replacement class. If someone else is in the system at the same time you are and is able to register for the seat before the system processes your registration request, you may be left without a seat in either course.

   **IMPORTANT NOTICE!!**
   If you are changing a class that is a co-requisite for another class, you MUST use this method to process the change. For example, you are registered for CHEM 1211/L and MATH 1112 and wish to change the time of your math class. If you simply drop MATH 1112, the computer will automatically drop your chemistry class because you will no longer be registered for the co-requisite course. However, if you attempt to drop your current MATH 1112 and try to register for a substitute MATH 1112 course at the same time, the computer will see that you intend to take MATH 1112 and will not drop your chemistry class during the process.

   o **TO ADD A CLASS ONLY:** Click in the empty check box next to the open course you desire so that a check appears. Scroll to the bottom of the screen and click on the Register button. You should see the class appear in your schedule with the notation, “Web Registered.”

   o **TO DROP A CLASS ONLY:** On the registration worksheet, click on the drop-down menu beside the class you wish to drop, and select “Drop Web.” Scroll to the bottom of the screen and click on the Submit button. You should see the class disappear from your worksheet.

4. When you have completed your schedule change, click on the Registration tab and select **Display Your Class Schedule and Grades.** Confirm that the days and times of your classes are correct.

5. **IMPORTANT:** From your KSU email account, send a screen shot of your completed schedule to your high school counselor and cc: depadvising@kennesaw.edu with a message that makes clear that your schedule is now complete. Your high school counselor and KSU will need to amend your funding application to reflect your course change. Failure to notify us of a schedule change may jeopardize your funding for that course. We also want your counselor to have a final opportunity to review your schedule and confirm that you will meet high school graduation requirements with your final schedule.

Questions should be directed to the DEP Advisors (depadvising@kennesaw.edu). We prefer email as the means of communication about schedule changes to make sure we have a record of the issue of concern.

**Access to Brightspace/Desire2Learn:** Students who make a schedule change will not have immediate access to newly added classes in Brightspace, KSU’s platform for class websites. Server updates take place every 24-48 hours. We recommend that you email your new instructor(s) to request a copy of the syllabus and class schedule to use until you have D2L access. Similarly, old classes you have dropped will remain on your Brightspace menu until the system updates.

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