Drop/Add Instructions and Tips for First-Year Students

The registrar's office understands that making changes to your schedule may feel daunting the first time through. **Please read the following instructions and tips carefully so you will feel more confident when you access Banner Self-Service.** We also encourage you to view the Drop/Add tutorial videos, available on the registrar's web page (https://www.colgate.edu/about/campus-services-and-resources/using-course-registration-system), for step-by-step instructions for using Banner Self-Service.

Before you make schedule changes, you must check the Course Offerings web page to see if there are open seats and/or if there are restrictions or prerequisites that will prevent you from registering. Some faculty members have chosen to maintain their own rosters during Drop/Add. These courses have an "Instructor signature required during Drop/Add" or "Instructor signature required" noted in the Restrictions column on the Course Offerings page. If this restriction appears you will **not** be able to add the course online. You must submit a Drop/Add Request form (link coming soon). *Please be aware that FSEM changes are not permitted.*

Making Schedule Changes during Drop/Add

Accessing Banner Self-Service:
- Log into the **Colgate portal** (portal.colgate.edu), using your Colgate network login and password.
- In the **Banner Self-Service** portlet, click on the **Registrar** tab, then click the **Register for Classes** link.
- On the Registration landing page, click the Register for Classes link.
- Select the appropriate **term** (fall 2020) and click **submit**. You can browse for courses or click the Enter CRN tab to enter course directly. See our tutorials (link above) for more instructions.

Dropping a course:
- In the **Summary** pane, identify the course you want to drop. Choose the corresponding drop-down menu under the **Action** column and choose **Drop During Drop/Add**.
- Click **Submit** at the bottom of the page to officially drop the course. (Consider using the Conditional Drop/Add feature if you want to drop only if you successfully add something else.
- Confirm in the **Summary** pane that the course is now removed from your schedule.

Adding a course:
- Enter the **CRN** (course reference number), which is obtained from the Course Offerings page. If you are registering for a course with a lab or required film screening, you must enter both CRNs simultaneously.
- Click **Submit** to officially add the course.
- If there were no registration errors, the course now appears under the **Summary** pane with the status of Registered. **If errors appear your registration was not successful.** Please read the error message carefully and follow the instructions or choose a different course to add.

After making course changes online, be sure to review your schedule for accuracy: Added courses should be listed on the schedule with a status of Registered, and dropped courses should no longer appear. Once your changes are complete, you must exit the registration session, sign out of the portal, and close all browser windows. Failure to sign out properly may result in subsequent log in errors.

Reminder: View our Drop/Add for First-Year Students web page (https://www.colgate.edu/about/campus-services-and-resources/incoming-first-year-registration) for more details specific to first-years. The registrar's office web page (www.colgate.edu/registrar) also provides additional information that you will find helpful.

(Continue reading for Drop/Add Tips)

Drop/Add Tips:

❖ The Course Offerings web page (www.colgate.edu/courses) provides detailed course information, including real-time enrollment counts and course descriptions. Before attempting any schedule changes online, you must review the enrollment count (for open seats), pre-requisites, restrictions, or other notes associated with the course. We encourage you to review the Course Offerings before accessing Banner Self-Service.

❖ **You will need the course CRN (available in the course offerings) to register online.** You will enter the CRN in Banner Self-Service to register yourself for a course.. Please see above for detailed instructions for accessing Banner Self-Service, and be sure to confirm the subject, course number, section, title, and instructor once you have registered.

❖ You are currently registered for 4 courses (4.00-4.50 course credits). Because your total credit enrollment may not exceed 4.50, you may need to drop a course before adding an open course. Do not drop a course unless (1) you are certain you do not want to take that course, or (2) you are certain you can secure a seat in an added course, either online or by obtaining instructor permission. If you drop a course inadvertently, you may not be able to get back in, so use caution when dropping courses!

❖ **You must be registered for four (4) full-credit courses**. Check the "Total Credit Hours" at the bottom of the Summary pane to verify you are registered for 4.00-4.50 course credits. If you are not registered for a full course load you may enter additional CRNs until your Total Credit Hours is between 4.00 and 4.50 course credits. *(Note: Students must obtain permission from their FSEM instructor/academic adviser to take more than 4.50 courses in their first semester. This is only permitted on rare occasions for extenuating academic reasons.)*

❖ Courses and required co-requisites (e.g., labs, film screenings) must be registered for simultaneously. That means you must enter and submit **both** CRNs at the same time. You will not be able to register if either the lecture or lab is closed. **In order to register online, both the lecture and lab must be open (seats available and no restrictions that pertain to you).**

❖ **If you receive a registration error message when attempting to add a course using Banner Self-Service, you will not be able to complete the registration transaction.** Make note of the error message so you understand and, if possible, can resolve the issue. For a complete list of registration errors and resolutions, please visit the registrar's office tutorials web page https://www.colgate.edu/about/campus-services-and-resources/using-course-registration-system (registration errors are at the bottom of the page).

❖ Closed or restricted courses may not be added online. **To add a closed or restricted course, you must obtain the course instructor's permission to register.** Use the Drop/Add Request form (link coming soon) to request permission no later than the end of Drop/Add Period 2 (September 8).

❖ The Registrar's Office is open Sunday, August 9 from 9:00-3:00 (EDT) and regular business hours for the duration of drop/add (Monday-Friday, 8:00am-4:30pm). We are here to help. If you are having issues or have any questions please feel free to call or email. We can be reached at 315-228-7408 or registrar@colgate.edu.

Trouble shooting tips:

❖ Because the portal uses single sign on to authenticate your identity, there are security measures in place to protect your account. **If you log into the portal and access Banner Self-Service you must sign completely out of the portal and close all browser windows.** Failure to close your browser between sessions may result in a log in error the next time you attempt to access Banner Self-Service. You can also try using a different browser if trouble persists. If you continue to experience problems, please contact the ITS service desk for assistance (315-228-7111 or itshelp@colgate.edu).