


# ADD/DROP CLASSES

Tuesday, June 16, 2015 10:11 AM

Step 1: After selecting REGISTRATION, this screen will load. Select ADD/DROP CLASSES.

**Personal Information**

Search

 **Registration**

[Select Term](#)  
[Add/Drop Classes](#)  
[Look-up Classes to Add](#)  
[Change Class Options](#)  
[Student Schedule by Day & Time](#)  
[Student Detail Schedule](#)  
[Registration Fee Assessment](#)  
[Check Your Registration Status](#)

Step 2: Select the drop-down menu next to SELECT TERM and choose WESTERN STATE FALL 2015.


**Personal Information**

Search

Select Term

Select a Term:

Step 3: In the next screen that loads, you will find a listing for your CURRENT SCHEDULE. Below that, you will find ADD CLASS WORKSHEET. Finally, you will notice CLASS SEARCH at the bottom. Select CLASS SEARCH to find classes to add.

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Click on the Registration Completion link below to complete your registration and view student account.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 12, 2015	<input type="text" value="None"/>	1036	LAW	152	B	Law	2.000	Numeric		Property II
**Web Registered** on Jun 12, 2015	<input type="text" value="None"/>	1005	LAW	311	A	Law	3.000	Numeric		Criminal Procedure
**Web Registered** on Jun 12, 2015	<input type="text" value="None"/>	1002	LAW	201	A	Law	3.000	Numeric		Constitutional Law I

Total Credit Hours: 8.000

Billing Hours: 8.000

Minimum Hours: 0.000

Maximum Hours: 16.000

Date: Jun 16, 2015 01:14 pm


## Add Classes Worksheet

**CRNs**

Step 4: Depending on the student, highlight either FOUNDATION LAW or LAW -WSU. The options below SUBJECT are available for a more customized class search option, such as by day, time, or credit range. However, for a broad search result, the student should highlight the option next to SUBJECT and click CLASS SEARCH. The results page following yields the entire class schedule.

## Look-Up Classes to Add:

@00115676 Carly E. Stern  
Western State Fall 2015  
Jun 16, 2015 01:16 pm

 Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

**Subject:** Foundation Law  
Law - WSU

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Course Level:** All  
Graduate  
Law

**Part of Term:**  
Non-date based courses only

**Start Time:** Hour 00 Minute 00 am/pm am

**End Time:** Hour 00 Minute 00 am/pm am

**Days:** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun


SEE EXAMPLE BELOW

**Subject:** Foundation Law  
Law - WSU

Step 5: The student should examine the schedule carefully and check ONLY the boxes for the classes the student wishes to add. After selecting the boxes for the classes, scroll down to the options at the bottom and select REGISTER or ADD TO WORKSHEET.

## Look-Up Classes to Add:

@00115676 Carly E. Stern  
Western State Fall 2015  
Jun 16, 2015 01:20 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

### Sections Found

#### Law - WSU

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	1021	LAW	101	A	L	1.000	Introduction to Legal Methods	MTWRF	09:00 am-03:00 pm	40	12	28	0	0	0	0	0	0	TBA	08/10-08/14	TBA	
								R	01:00 pm-02:30 pm										TBA	08/17-12/12	TBA	
<input type="checkbox"/>	1056	LAW	101	B	L	1.000	Introduction to Legal Methods	MTWRF	09:00 am-03:00 pm	40	11	29	0	0	0	0	0	0	TBA	08/10-08/14	TBA	
								W	01:00 pm-02:30 pm										TBA	08/17-12/12	TBA	
<input type="checkbox"/>	1069	LAW	101	C	L	1.000	Introduction to Legal Methods	MTWRF	06:00 pm-10:00 pm	20	3	17	0	0	0	0	0	0	TBA	08/10-08/14	TBA	
								T	06:15 pm-07:45 pm										TBA	08/17-12/12	TBA	
<input type="checkbox"/>	1018	LAW	110	A	L	3.000	Criminal Law	TF	01:00 pm-04:15 pm	40	11	29	0	0	0	0	0	0	Elizabeth N. Jones	08/17-12/12	TBA	
							Seminar: Civil		01:00 pm-04:15 pm										(P)	12/14		
<input type="checkbox"/>	1054	LAW	615	A	L	3.000	Death Penalty	R	06:30 pm-09:45 pm	20	12	8	10	0	10	0	0	0	David J. Macher (P)	08/17-12/12	TBA	
<input type="checkbox"/>	1050	LAW	618	A	L	1.000	Business Law Ethics	M	05:00 pm-06:00 pm	20	7	13	0	0	0	0	0	0	TBA	08/17-12/12	TBA	
<input type="checkbox"/>	1013	LAW	619	A	L	1.000	Criminal Justice Ethics	M	05:00 pm-06:00 pm	30	15	15	0	0	0	0	0	0	David P. Porter (P)	08/17-12/12	TBA	

<input checked="" type="checkbox"/>	1054	LAW 615	A	L	3.000	Death Penalty	R	06:30 pm-09:45 pm	20	12	8	10
<input type="checkbox"/>	1050	LAW 618	A	L	1.000	Business Law Ethics	M	05:00 pm-06:00 pm	20	7	13	0
<input type="checkbox"/>	1013	LAW 619	A	L	1.000	Criminal Justice Ethics	M	05:00 pm-06:00 pm	30	15	15	0

[Register](#)
[Add to WorkSheet](#)
[Class Search](#)

[\[ Student Schedule by Day & Time | Student Detail :](#)

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 12, 2015	None	1036	LAW	152	B	Law	2.000	Numeric		Property II
**Web Registered** on Jun 12, 2015	None	1005	LAW	311	A	Law	3.000	Numeric		Criminal Procedure
**Web Registered** on Jun 12, 2015	None	1002	LAW	201	A	Law	3.000	Numeric		Constitutional Law I

Total Credit Hours: 8.000  
 Billing Hours: 8.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Jun 16, 2015 01:24 pm

## Add Classes Worksheet

CRNs							
1054							

[Submit Changes](#)
[Class Search](#)
[Reset](#)

Notice that the above example captures the CRN number in the appropriate worksheet field.

Step 6: Once this is done, the student is able to click SUBMIT CHANGES, which will add the class to the schedule.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 12, 2015	None	1036	LAW	152	B	Law	2.000	Numeric		Property II
**Web Registered** on Jun 12, 2015	None	1005	LAW	311	A	Law	3.000	Numeric		Criminal Procedure
**Web Registered** on Jun 12, 2015	None	1002	LAW	201	A	Law	3.000	Numeric		Constitutional Law I
**Web Registered** on Jun 16, 2015	None	1054	LAW	615	A	Law	3.000	Numeric		Death Penalty

Total Credit Hours: 11.000  
 Billing Hours: 11.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Jun 16, 2015 01:26 pm

## Add Classes Worksheet

CRNs							

Step 7: IMPORTANT - The student is NOT registered until the student clicks REGISTRATION COMPLETION located on the same page at the very bottom. Once the student has done this, the registration process is complete.

## Add Classes Worksheet

CRNs										

[Submit Changes](#)
[Class Search](#)
[Reset](#)

[\[ View Holds | Registration Completion \]](#)

Step 8: To drop a class, select the drop-down menu under ACTION next to the appropriate class and choose WEB-DROPPED. Then, click SUBMIT CHANGES.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 12, 2015	None	1036	LAW	152	B	Law	2.000	Numeric		Property II
**Web Registered** on Jun 12, 2015	None	1005	LAW	311	A	Law	3.000	Numeric		Criminal Procedure
**Web Registered** on Jun 12, 2015	None	1002	LAW	201	A	Law	3.000	Numeric		Constitutional Law I
**Web Registered** on Jun 16, 2015	Web Dropped	1054	LAW	615	A	Law	3.000	Numeric		Death Penalty

Total Credit Hours: 11.000  
Billing Hours: 11.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Jun 16, 2015 01:26 pm

## Add Classes Worksheet

CRNs							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>					

Step 9: The student should notice the class has been dropped from the schedule, but the student should make sure to click REGISTRATION COMPLETION to ensure the class has been dropped and registration is complete.

Click on the Registration Completion link below to complete your registration and view student account.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 12, 2015	None	1036	LAW	152	B	Law	2.000	Numeric		Property II
**Web Registered** on Jun 12, 2015	None	1005	LAW	311	A	Law	3.000	Numeric		Criminal Procedure
**Web Registered** on Jun 12, 2015	None	1002	LAW	201	A	Law	3.000	Numeric		Constitutional Law I

Total Credit Hours: 8.000  
Billing Hours: 8.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Jun 16, 2015 01:35 pm

## Add Classes Worksheet

CRNs							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>					

[ [View Holds](#) | [Registration Completion](#) ]