Instructions for the NEW DROP/ADD form

We have created a new fillable form that will identify the courses you wish to add that you may need permission to get in. This action will include not having prerequisites, instructor permission, or the course is closed. Students can find this under our link for the drop/add under Course forms: https://wagner.edu/registrar/forms/

The process and steps:

1. Students fill out the form with their name, id.no, the date, and their email (please make sure this is correct). Then select the courses and the right section, which will prefill with the Instructor's email. You will need to know the section number. Then you **sign** and fill out the advisor name, then press **Complete** at the bottom (orange button).

2. The Instructor will get an email of your request and can **approve** by signing the form and dating it, then click on **Complete** at the bottom (orange button).

3. Then an email will come to the Registrar's Office, and the drop/add will be processed. If it went through OK, then we will say YES, and an email will come from us to the student that it's added and to check their MyWagner schedule.

4. If the Instructor **declines** the student's add, they will NOT SIGN but put a **Comment** in the Instructor comment section click on **Complete,** and then you will receive an email of the decision upfront to make another choice. Please note that closed courses are challenging to get in to, so have a plan B.

5. If the courses have a <u>time conflict, it cannot be added</u> and will not be processed by the Registrar's Office, and we will send the reason in the comment box where you will need to fill out a tutorial form.

6. If you do not receive a response, please review any message of forgotten information and update your request. If the time has expired, the student should resend with all the information necessary for the form.