

### **The process and steps for the AirSlate DROP/ADD Forms:**

Usage: This request can include not having prerequisites, instructor permission, or the course is closed.

STEP 1. Students fill out the form and select the course and section, which will prefill with the Instructor's email. They must provide a reason as to why they want to add your class. They sign, then press **Complete** at the bottom (orange button).

STEP 2. The Instructor gets the email with the request. You can **approve** by **signing** the form and **dating** it, then click on **Complete** at the bottom (orange button).

STEP 3. An email will come to the Registrar's Office, and the drop/add form is then processed. If it went through OK, we would say YES, and an email will go back to the student that the course is added and check their MyWagner schedule.

STEP 3A. If the courses have a time conflict and cannot be processed, we would say NO, and we will send the reason in the comment box, what the reason is. The most problematic is a time conflict, where they must fill out a tutorial form or make another choice with a new form.

STEP 4. If the Instructor **declines** the request, do NOT SIGN the form but put a **COMMENT** in the Instructor section and hit the orange COMPLETE button -OR-, click on **OPTIONS** and **DECLINE** with the **COMMENT**, and then the student will receive an email with your decision, and they can make another choice.

Please respond and answer as soon as possible; otherwise, they will follow up with the same request or email you.