

# HOW TO ADD/DROP A CLASS

In the beginning of the semester, there's "Add/Drop course" period for students. It allows students to change their schedule after the semester has started. Know that the three reasons to add/drop a course include:

- Doing it during the second week of classes in the semester
- If the class is closed
- Requesting acceptability into a course without prerequisites and needing a professor's approval
- Other programs that rely on the process

If you would like more information and an example of the required form, go to this link below:

<https://www.goucher.edu/registrar/documents/Course-Change-Form.pdf>

Add a Course On/Before the Fifth Business Day of Semester

1. Go to *MyGoucher* ([www.hercules.goucher.edu](http://www.hercules.goucher.edu))



2. Find the course you would like to add

Section Search

Found 31 results for Course Code = 'WRT'.

Subtype

Showing 1 - 10 of 31

Course	Date	Session	Credits	Term	Schedule	Available Seats
Studio for Writers WRT 101/Lecture/001	1/27/2020 - 5/15/2020	2020 Spring Undergraduate Term	1.00		Mon 1:20 PM - 3:30 PM, Goucher College, Van Meter, Room 102	6 of 12
Creative Screenwriting WRT 107/Writing Workshop/01	1/27/2020 - 5/15/2020	2020 Spring Undergraduate Term	4.00		Wed 7:00 PM - 10:35 PM, Goucher College, Van Meter, Room 007	0 of 15
Intro to Creative Writing: Mixed Genres WRT 100/Lecture/001	1/27/2020 - 5/15/2020	2020 Spring Undergraduate Term	4.00		Monday 8:40 AM - 10:30 AM, Goucher College, Julia Rogers, Room 228	4 of 15
Introduction to Fiction Writing WRT 201/Lecture/001	1/27/2020 - 5/15/2020	2020 Spring Undergraduate Term	4.00		Sat/Thu 9:30 AM - 11:30 AM, Goucher College, Julia Rogers, Room 228	3 of 15
Writing Studies WRT 103/Lecture/001	1/27/2020 - 5/15/2020	2020 Spring Undergraduate Term	4.00		Monday/Tu 8:00 AM - 9:10 AM, Goucher College, Van Meter, Room 002	0 of 15

3. Check to see if the class has any prerequisites

Section Search

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Section Details - Google Chrome

PowerCampus

2020 Spring undergraduate Term  
WRT 101/Lecture/001 - Studio for Writers ( Credits 1.00)  
Students will concentrate on craft in this fast-paced, interactive studio. The Writing Studio covers eight points of emphasis for writing: reading and composing, revising and editing, mechanics and grammar review, style and voice, research, collaboration, critical thinking, and effective writing strategies and habits of mind. Final evaluation will be based on an e-Portfolio. Pass/Fail graded only. Fall and spring semesters. This course may be taken twice for credit.

Registration Type Traditional  
Fee N/A  
Instructor Arvason, Brandon (b/arvason)  
Duration 1/27/2020 - 5/15/2020  
10 PM, C Goucher, Van Meter, Room 102

Prerequisites N/A  
Corequisites N/A

Class 1.5 Seats | 8 Remaining  
Open (Minimum Met)

Primary population and other student populations allowed to register for the course:

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4. Add it to your cart and click the semester you registered for



5. After loading, it will appear in your schedule for the semester

\*To successfully register, the class **MUST** have openings\*

### Dropping a Course On/Before the Fifth Day of Semester

1. Log in to *MyGoucher*
2. Click "Register" on the home page



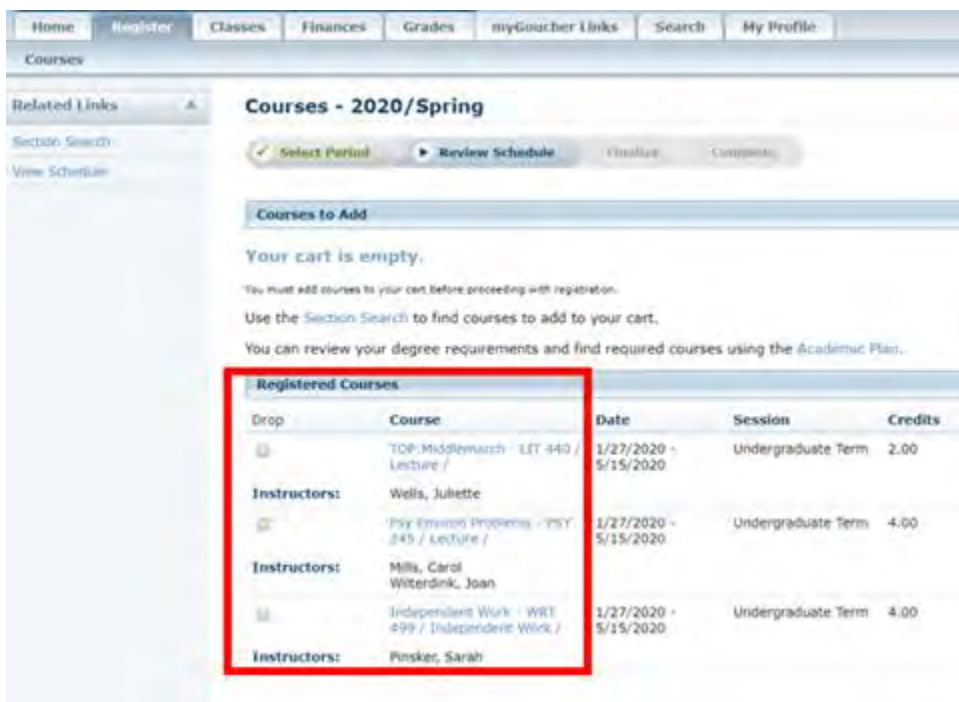
3. Click "Courses" in the upper left corner



4. Click on the semester you registered for



5. You can select the class/classes you would like to drop



6. After selecting, hit

“Next” in the lower right corner

7. Continue on and the class will be dropped

### Questions Student Might Ask

*What if I want to Add/Drop a class after the fifth day?*

- Use the “Course Change” Use form link (<https://ranger.goucher.edu/gcswa/StuCrsChangeReq.aspx> ) for permission to add a course
- If adding a course during the second week of the semester, the student will need advisor and instructor’s approval. The course change form link will be sent your advisor first, and then the instructor of the course.
  - If dropping the course, the course change form will only be sent to your advisor for approval

**\*CANNOT add a course after the second week of semester\***

*What should I do if a class is closed or full?*

Some students will find themselves needing a class that is closed or either full. What they should do is:

1. Contact the professor to see if they would be willing to allow you into the course
2. Notify your advisor about this process
3. Complete the course change form using this link:  
<https://ranger.goucher.edu/gcswa/StuCrsChangeReq.aspx>
4. Wait to hear from the Registrar’s office to see if your request was approved or denied

**\*Not all professors will allow a student in after class is full/closed\***