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)

2. Find the course you would like to add

3. Check to see if the class has any prerequisites

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*

<u>Dropping a Course On/Before the Fifth Day of Semester</u>

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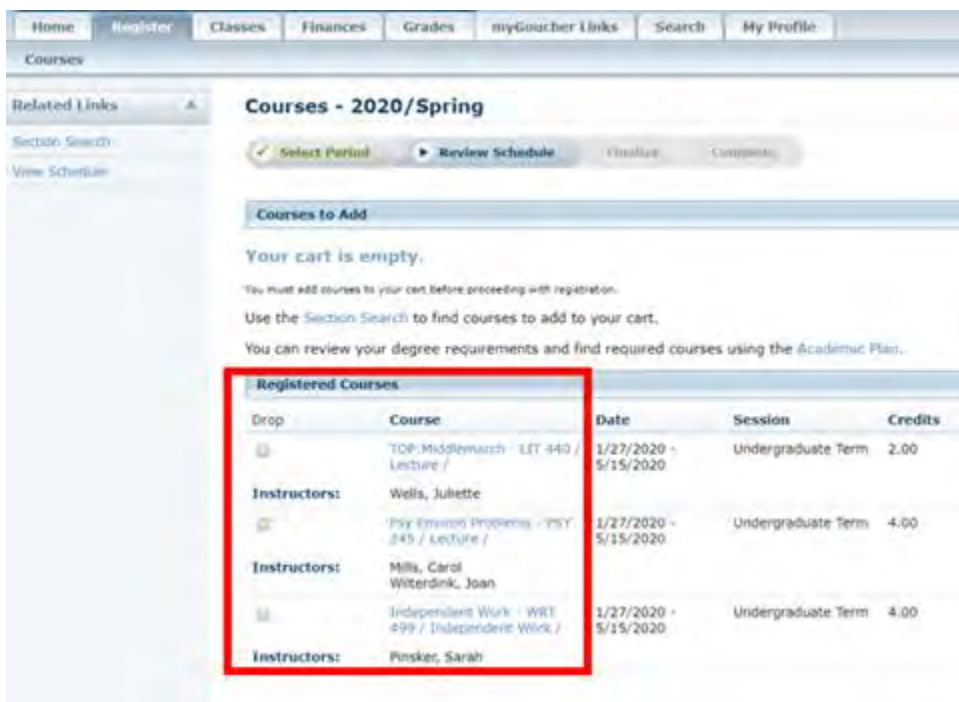2. Click "Register" on the home page

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