

WHAT

Q01. What is a **block**?

- A. The word *block* means the set of time periods in which a class meets, e.g.,
- A1 means the period after announcements on Monday.
 - B13 ("B one three") means just B1 and B3, not B2.
 - C ("C block") means all three periods: C1, C2, and C3.

WHY

Q02. **A course that I requested is not in my schedule.** Why?

- A. There are usually three possibilities:
- (a) The course was oversubscribed, and you were lotteried out.
 - (b) The course could not fit into your schedule, because of a block conflict with another course.
 - (c) You were deemed ineligible for the course.

Q03. **A course that I did not request is in my schedule.** Why?

- A. Usually this is a replacement for a course that you did not get (see Q02).

WHEN

Q04. When is the **drop/add deadline**?

- A. The deadline to drop a course, add a course, declare a course pass/fail, or request to audit a course is **3:15 p.m. Mon Sept 9**.
The fall drop/add period may be used for *all* academic courses.
There is another drop/add period in January for sem2 courses.

Each day, drop/add forms for academic courses must be handed in by **3:15 p.m.**

A form handed in at 9:00 does not have an advantage over one handed in at 3:14.

Forms are processed all at once after 3:15.

WHERE

Q05. To request any course change, where do I get a **drop/add form**?

- A. Starting on the first day of the drop/add period, drop/add forms are available on the scheduling desk outside the academic office MAIN-252, in the upper Stu-Fac.

Q06. To request any course change, where do I submit a completed **drop/add form**?

- A. Completed drop/add forms go in the labeled box outside the academic office MAIN-252, upper Stu-Fac.

Q07. Where can I find **course information**?

- A. The **course catalog** contains the course title, course number, type (sem1, sem2, year, season), credits, and description. This includes prerequisites, corequisites, and whether permission of the department is required.

There is a reference copy of the course catalog on the scheduling desk outside the academic office MAIN-252, upper Stu-Fac.

A link to the catalog PDF file is on the CA Connect - All School Services - Calendars and Scheduling - Academic Scheduling page.

The **open course list** is posted on the scheduling bulletin board outside the academic office MAIN-252 in the upper Stu-Fac and also on the CA Connect - All School Services - Calendars and Scheduling - Academic Scheduling page, starting on the first day of the drop/add period.

For each course it shows the course number, title, type, and block.

This list is updated each night after the day's drop/add forms have been processed.

Any course you request to add *must be on the open course list on the day you hand in the form.*

Your **computer-printed schedule** shows the courses currently in your schedule, with the block, start and end times of the period, abbreviated course title, instructor name, and classroom.

The reference **list of all classes** offered is posted on the CA Connect - All School Services - Calendars and Scheduling - Academic Scheduling page.

For each class it shows the course number, section number, term, type, block, and title.

This list can help you plan possible future changes involving courses that are currently closed.

HOW TO

Q08. To request any course change, **how do I fill out a drop/add form?**

A. Before you do anything else, **print your first and last name.**

Circle the grade you're in (9, 10, 11, 12).

For each course change (drops and adds), write the following:

course title (OK to abbreviate) **or course number** (three letters + three digits).

1/2/y (i.e., type) 1 = sem1, 2 = sem2, y = year

(f = fall, w = winter, s = spring for dance offered in seasons instead of semesters)

block (see Q01)

Get any permission signatures as explained in Q09.

Get your advisor's signature.

If your advisor is absent that day, ask the academic dean (John Drew, office MAIN-252B) to sign instead.

If you're a senior, get your college counselor's signature.

Q09. How do I **add a course?**

A. First check the open course list (as opposed to the list of all classes) to make sure that the course is open in the block you intend. (See WHERE above.)

Also make sure that adding the course does not put you over the maximum semester load (20 credits with 5 majors; 6 majors if permission from the director of studies).

No exceptions to the maximum course load are granted. If adding would put you over the maximum, you may consult your advisor about the possibility of instead applying for an audit.

For the course you hope to add, check your computer-printed schedule to make sure that you have its block free; if it is a year course, check your schedule to make sure the same block is free in both SEM 1 AND SEM 2 (exceptions where sem1 and sem2 blocks may be different: French 3, Adv Chem, Accel Physics, H&W: Freshman Seminar).

If the intended block is not free, perhaps you can free up the block by switching sections in another course (dropping the section you're in; adding a different open section).

Write the course title or number, type, and block on the ADD (right) side. Find this information on the open course list.

If the course catalog indicates that permission of the department is required, get a permission signature from the instructor or department head (a form without this permission signature will be unsuccessful and returned to your mailbox).

Q10. When and how do I find out whether my change request was **successful?**

A. The next morning, in their mailboxes, students whose change requests are successful receive their new schedules and immediately begin following them. Students with unsuccessful change requests receive the unprocessed form with an explanation highlighted or on an attached note.

Q11. How do I **drop a course**?

A. If you're not adding another course to replace it, make sure that without it you have at least the minimum semester load (14 credits with 4 majors); if it is a year course, check your schedule for SEM 1 AND SEM 2.

Write the course title or number, type, and block on the DROP (left) side of the drop/add form. Find this information on your computer-printed schedule or the list of all classes.

MORE

Q12. What if I'm **not the only one handing in a form to add a space** in a particular course?

A. After 3:15 each day, first I process all the forms for drops that have no adds, to free up as many spaces as possible.

Next processed are placement-level and other nonelective changes.

After that come the electives. If there is more than one person trying to add an elective space, then the decision is made according to the following priorities:

- (1) Students who had a block conflict in the course and have found a way to fit the course into their schedules (in order determined by the director of studies)
- (2) Students who were lotteried out of the course last spring (in order determined by the lottery)
- (3) Students who did not originally sign up for the course (in order of seniority, ties resolved by random lottery).

Q13. What if I was **lotteried out last spring or had a block conflict**, and now the course is open and I want to add it?

A. You may hand in a drop/add form requesting to add it if it can be made to fit into your schedule; follow the guidelines for adding stated earlier.

Priority for the space is determined as explained in Q12.

Q14. What if I want to **add a course that is closed**? May I hand in a form to add it?

A. **No.**

Even if you have heard that someone is going to drop that section of the course, you must wait until that section of the course appears on the open course list before handing in a drop/add form.

Q15. If I hand in a drop/add form requesting to add a course, **should I go to the added course if it meets that same day?**

A. **No.**

Keep going to your old schedule until the following morning, when you check to see whether the change was successful (see Q10).

Q16. If I hand in a drop/add form to drop a course, **must I go to the dropped course if it meets that same day?**

A. **Yes.**

If for some reason your drop were unsuccessful, your absence would be unexcused.

Q17. **How can a course that was lotteried last spring be open now?**

A. A student who survived the lottery for the course could have withdrawn from CA, had a block conflict, or recently dropped the course.

Q18. What are the **most common errors** on drop/add forms?

- A.
- (a) **Forgetting to put your name on the form**
 - (b) **Forgetting to get your advisor's signature**
 - (c) **Forgetting to check your sem2 schedule if you're dropping or adding a year course.**

AND MORE

Q19. What if I am requesting **too many changes to fit on one form**?

A. Fill out additional forms as needed. Have your advisor sign each form. Hand in the forms all at the same time, but do not staple the forms.

Q20. What if I want to switch sections of a course, but the **switch is not caused by adding** another course?

A. In general, this is not permitted.

However, if there is a compelling reason, you may state your case to the director of studies (Alyse Ruiz-Selsky, academic office MAIN-252E), who might grant an exception.

In such cases, a drop/add form without the director of studies' permission signature will be unsuccessful and returned to your mailbox.

Q21. What if I want to take a **year course in different sections fall and spring**?

A. In general, this is not permitted. (The *exceptions* are listed in Q09.)

However, if there is a compelling reason, you may state your case to the director of studies (Alyse Ruiz-Selsky, academic office MAIN-252E), who might grant an exception if the department head and instructors also agree.

In such cases, a drop/add form without the director of studies' permission signature will be unsuccessful and returned to your mailbox.

HOW TO — ADVANCED

Q22. What if I want to **drop one course only if I can add a second course**?

A. By default, if an add can't be processed, I don't process a drop that appears to be linked to the add. To make sure that your intentions are clear, you may check the box in the top right corner and write a note of explanation on the reverse side.

Q23. What if I want to **drop a course regardless** of whether any other changes on the drop/add form are successful?

A. Write "regardless" next to that drop.

Q24. What if I want to **add either course X or course Y**?

A. Assuming you have followed the guidelines stated earlier for adding, you may complete one drop/add form showing both courses on the ADD (right) side. Just write "OR" between them. If you have a preference, write #1 next to the course you prefer, or check the box in the top right corner and write a note of explanation on the reverse side.

HELP

Q25. This all seems so complicated! Why?!

A. Scheduling is inherently complicated, no way around it. But your advisor will help you get through it, and by next semester you'll likely find it easier.

Q26. What if I have a drop/add question not answered in this FAQ?

A. Ask your advisor, or ask Ms. Gray in academic office MAIN-252C, or send email to Ms. Gray.