Process for Adds/Drops/Withdrawals/Waitlists
For Students

- **Add/Drop Deadline:** *Fall 2012* Tuesday, September 11th at 2:00 p.m. is the deadline to add or drop courses. There will be **no exceptions and no extensions**. Courses dropped during this time will not appear on the student’s transcript.

- **Adds/Drops:** All Adds/Drops must be processed via PowerCAMPUS Self-Service (PCSS). You will NOT use an Add/Drop form as in the past. Faculty can NO LONGER sign you into a course that is full.

- **Waitlists:** If you need/want to get into a course that is full, you may put yourself on the waitlist in PCSS. If an opening occurs you will be notified via email that you can now register for the course on-line. Do not assume you will get a seat in a waitlisted course – be sure you are registered for a full course load excluding the waitlisted course. (If it is **academically imperative** that you get into a course, please see the registrar.)

  If you receive an email offering you a seat in a course for which you were on the waitlist and you want to accept the seat you must do so within the time period specified in the email. Log on to PCSS; under ‘Students’ section click on Register, then Traditional Courses, then on the appropriate term. Under the ‘Courses to Add’ bar you will see the course being offered to you with a check mark in the box on the left and a status of ‘Waitlist Pending’ on the right. Scroll to the bottom of the screen and click on ‘Next’, when the next screen appears, scroll to the bottom again and click on ‘Next’. You will now see a message stating “You have successfully submitted your Year/Term schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified”. The seat is now being held for you and after your advisor approves the course, you will receive a confirmation message.

- **Advisor approval:** Note that your requests to add/drop courses will not be official until approved by your advisor.

- **Withdrawal Period:** September 12th through October 29th. Courses from which a student withdraws will appear on a student’s transcript with a grade of ‘W’. Course withdrawals cannot be made through PCSS. To withdraw from a course, students must complete an electronic course withdrawal form found in myRegistrar (via myColby-Sawyer). Forms must be submitted to the registrar’s office by 5:00 p.m. on October 29th. After this date, any withdrawals will be processed with a grade of ‘F’.

For Faculty and Advisors:

- **Add/Drop Period:** *Fall 2012* September 4 – September 11th. Please check your email frequently during Add/Drop week and act on student requests as soon as possible. Prompt action will be appreciated as a delay in your response will affect not only your advisee, but other students as well.

- **Deadline** for students to add or drop a course is Tuesday, September 11th at 2:00 p.m. The deadline for advisors to act on add/drop requests is three hours later at 5:00 p.m. While we are trying to build a buffer for advisors to be able to act upon requests, students can actually add/drop until 5:00 (though they have been told the deadline is 2:00 – Ssssshhhh….!) You may honor these late requests (between 2:00 and 5:00) if you wish. There will be no exceptions and no extensions beyond 5:00 p.m.

- **Over-enrolling courses:** Faculty may no longer over-enroll a course by signing Add/Drop slips. Students wanting to get into a course that is full must place themselves on the waitlist in PCSS. If a faculty member wishes to over-enroll a course, he/she should contact the registrar. The registrar will then engage in a conversation with the faculty member to determine which student(s) might be removed from the waitlist and offered a seat in the course. Note that faculty should refrain from
promising a seat to a particular student as there are several factors the registrar must take into account when determining who from the waitlist needs the course the most.

- **Withdrawal Period**: September 12th through October 29th: Courses from which a student withdraws will appear on a student’s transcript with a grade of ‘W’. Course withdrawals cannot be made through PCSS. To withdraw from a course students must complete an electronic course withdrawal form found in myRegistrar (via myColby-Sawyer). Forms must be submitted to the registrar’s office by 5:00 p.m. on October 29th. After this date, any withdrawals will be processed with a grade of ‘F’.