

**Heard, Julia**

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**From:** Office of the MSU Provost <provost@montana.edu>  
**Sent:** Thursday, March 11, 2021 10:44 AM  
**Subject:** New Add/Drop Procedures- Effective March 22, 2021



Dear Colleagues,\*

We hope this email finds you enjoying a successful spring 2021 semester. As we approach pre-registration advising season, we would like to make you aware of new procedures for course withdrawals and adds and explain why the new procedures are needed. The new procedures will begin March 22, and are detailed here and on the Registrar's website.

### **Why the Change?**

For years, students wanting to add or drop a class after open registration ends would use a paper form to acquire course instructor and advisor signatures to request adding or dropping a course. During the temporary switch to online courses last spring semester, we quickly substituted an electronic version of the form with electronic routing using DocuSign and kept the same basic process. The pivot worked satisfactorily as an emergency measure, but proved to be untenable as a long-term solution. The lessons learned from going paperless pointed the way to a different, improved approach.

### **New Process Overview**

Students will continue to manage their course registration from the time they are issued an advisor/registration PIN through the open registration period. When students are not able to change their own registration via MyInfo, they will need to seek advisor approval to drop a class and instructor approval to add a class, simplifying the number of approvals needed. Instead of signing a form, advisors and instructors will submit the drop or add request via new functions in MyInfo. Details on the new withdrawal and add procedures are explained below. Additional details are included on this webpage: <https://www.montana.edu/registrar/newadddropcourse.html>.

### **Course Withdrawals**

Students who desire to withdraw from a course after the 10<sup>th</sup> day of instruction are required to contact an advisor. The intent is to ensure that students are fully informed on potential ramifications of dropping a given course. After meeting with their advisor, if a student still wants to drop the course(s), **advisors** will submit a drop request through MyInfo using the new **Drop and Section Withdrawal** function in the Advisor tab. Changes submitted by the advisor will trigger an automatic email to the instructor that notifies them of the student's intent and requests that the instructor provide a last date of attendance (required by the Department of Education). The Registrar's Office will process the drop unless the instructor objects. Once the drop is processed, both the student and the advisor who submitted the request will receive an email confirmation.

The MyInfo form will prompt advisors to drop both lab and lecture when sections are linked and will prevent dropping the last course on a student's schedule, which would necessitate a university withdrawal.

After the 60<sup>th</sup> day of instruction, students may only drop a class for extraordinary reasons. That process will be managed through Docusign and details can be found here:

<https://www.montana.edu/registrar/universitywithdrawal.html>.

### Course Adds

When a pre-requisite or other override is needed, or after the 5<sup>th</sup> day of instruction, **instructors** will manage adding students to their courses through MyInfo using the new **Section Add Approval** function in the Faculty Services tab. Changes submitted will be processed by the Registrar's Office with no additional approvals needed. Only people listed as instructors will have permission to add students to a specific section. If a department would like to have another person help manage section enrollment, they can add that individual as an instructor with 0% session responsibility.

After the 10<sup>th</sup> day of instruction, students may only add classes for extraordinary reasons. That process will be managed through Docusign and details can be found on the new [Add-Drop Process webpage](#) (click "Add/Drops After Deadline"). Students should consult with both instructor and advisor before requesting to add a class after the 10<sup>th</sup> day of instruction.

### Trainings and Demonstrations

Two WebEx training sessions are available for those interested in a live demonstration of the new drop/add process:

Wednesday, March 17 at 1:00 p.m.

<https://montana.webex.com/montana/j.php?MTID=mae29f927208fedf28dbf0af0ead10e06>

Thursday, March 18 at 9:00 a.m.

<https://montana.webex.com/montana/j.php?MTID=mf7a4c2933c45080662fdb4b34e45317e>

Finally, we extend a hearty **thank you** to Ed Little at UIT as well as the faculty, professional advisors and instructors who helped us test and refine the procedures, and the Assistant/Associate Deans Council who provided early feedback. The input has been invaluable.

Thank you for your persistence and willingness to engage in these continuous improvement efforts. Please feel free to contact Tony Campeau directly with questions or suggestions for improvement. We welcome your constructive input!

Sincerely,



Tony Campeau  
Registrar



Durward K. Sobek II  
Interim Vice Provost

\*original message was sent to Tenure/Tenure Track Faculty, Non-Tenure Track Faculty, Deans, Directors, Department Heads, Associate/Assistant Deans, Advising Commons. Please forward to any/all that you feel may benefit from the information.

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