



Add/Drop Information – Spring 2021

WHEN CAN I ADD OR DROP A COURSE OR LAB?

The Add/Drop Period begins at 7:00 am on Tuesday, January 26 and ends on Wednesday, February 3 at 5:00 pm.

HOW DO I ADD A COURSE OR LAB?

To add a course or lab to your schedule, please fill out the Course Add Form, which can be found on the Portal under 'Forms' or on the [Registrar Forms page](#).

HOW DO I DROP A COURSE or LAB?

To learn how to drop a course from your schedule, watch this [video](#), or read these instructions:

1. Login to the MCLA Portal
2. Click '**BANNER**' from the blue menu bar at the top of the page.
3. At the next screen, click on the '**Student**' tab at the top of the screen.
4. While in the Student tab, click on '**Registration**'
5. On the Registration screen, click on '**Add or Drop Classes (Note: You will be asked to provide/update contact info before proceeding to registration)**'
6. The next screen contains your emergency contact info. You can update this info as needed, or scroll down to the bottom of the screen and click on '[**Continue to registration page**]'
7. On the Registration Term screen, make sure Spring 2021 is selected, then click '**Submit**'
8. The next screen should list all of your spring classes and labs. Review the list carefully, and identify the course or lab you want to drop.
9. Go to the drop down menu in the Action column and use the drop-down menu to select '**Drop/Delete Course Web**' next to the course or lab you want drop.
10. Click the '**Submit Changes**' button at the bottom of your screen.
11. Your change will be processed and your schedule will reappear on screen without the dropped course.

HOW DO I DECIDE WHICH COURSE TO ADD TO MY SCHEDULE?

Consult with your academic adviser. They will be able to help with this decision.

HOW DO I DECIDE WHICH COURSE TO DROP FROM MY SCHEDULE?

Consult with your academic adviser. They will be able to help with this decision.

Dropping courses could affect your financial aid and your academic progress if you fall below full-time status.

Please consult your academic advisor for more information about the impact that dropping certain courses can have on your time to degree completion.

Please speak with Financial Aid for more information about the impact that falling below full-time status can have on your financial aid awards.

WHAT IF I WANT TO ADD OR DROP A COURSE AFTER 5:00 PM ON FEBRUARY 3?

The Add/Drop Period will end after 5:00pm on February 3, at which time the Withdrawal Period begins. Students may not add courses to their schedules after 5:00pm on February 3. If a student wants to remove a course from their schedule after 5:00pm on February 3, they will have to withdraw from the course using the Withdrawal Form found on the [Registrar Forms page](#). The Withdrawal Period ends at 5:00pm on Tuesday, March 16.

QUESTIONS?

Please call the Registrar/Student Records Office at 413-662-5216 or registrar@mcla.edu if you have any questions.

