Course Change during Semester 2

1. From the Student Profile > Current Scheduling tab, select the class that will be dropped from Semester 1.

2. Click the “Drop” button to the right.
   The “Drop/Inactivate This Class?” window will open.

3. In the “Drop/Inactivate This Class?” window, click the “Drop” button.
   A drop transaction window will open.

4. In the drop transaction window, enter the date the student will drop the class in the “Effective Date” box.

5. Click the “Save” button in the upper right corner.
   You will automatically be returned to the Student Profile screen.

6. The dropped course will now show as green, showing it has been dropped from the student’s schedule.

7. Click the “Add Course” button to the right to add the new course.
   The “Edit Schedule” window will open.
8. In the “Edit Schedule” window, find the course/section you want to add for the student and select it in the bottom area of the window.

9. Click the “Schedule Class” button to the right.

   The “Schedule Class” window will open.

10. In the “Schedule Class” window, change the “Scheduling Term” to “YS2 – (04-06) Semester 2 [Subset]”.

11. Change the “Effective Date” to the first day the student will be in the class.

12. Click the “Continue” button in the upper right corner of the screen.

   You will automatically return to the “Edit Schedule” screen.

13. In the “Edit Schedule” window, click the “Back” button in the upper right corner.

   You will automatically return to the Student Profile screen.

14. The added class will now show in light blue because the term has been adjusted.