UNIVERSITY OF
SOUTH CAROLINA

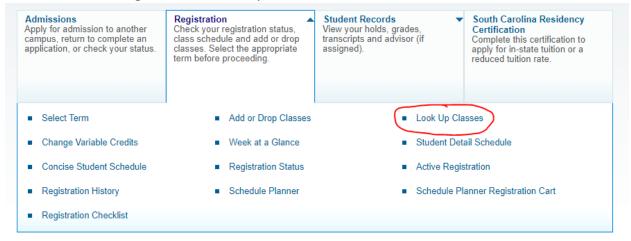# How to Add/Drop a Class

1) Log on to Self-Service Carolina (my.sc.edu/).

2) Choose Student→Registration→Look Up Classes from the menu:

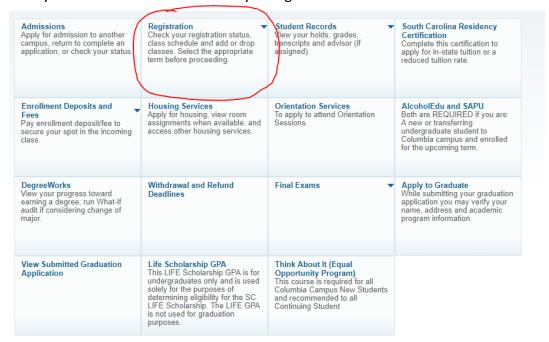| Admissions	Registration	Student Records	South Carolina Residency Certification
Apply for admission to another campus, return to complete an application, or check your status.	Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.	View your holds, grades, transcripts and advisor (if assigned).	Complete this certification to apply for in-state tuition or a reduced tuition rate.

- Select Term
- Change Variable Credits
- Concise Student Schedule
- Registration History
- Registration Checklist

- Add or Drop Classes
- Week at a Glance
- Registration Status
- Schedule Planner

- Look Up Classes
- Student Detail Schedule
- Active Registration
- Schedule Planner Registration Cart

3) From there make sure you choose the correct term, campus and subject of the class you are looking for.

4) Click "Course Search".

5) To view class sections, choose View Sections to the right of the desired class.

6) Once you find a class that works in your current schedule write down the CRN (course registration number):

MATH - Mathematics

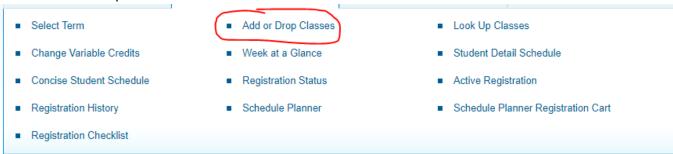| Select	CRN	Subj	Crse	Sec	Cmp	Cred	Part of Term	Title	Days	Time	Cap	Act	Rem
☐	10340	MATH	115	001	COL	4.000	30 - Columbia Full Term	Precalculus Mathematics	MW	08:30 am-09:20 am	35	28	7
									TR	08:30 am-09:45 am			
☐	10367	MATH	115	002	COL	4.000	30 - Columbia Full Term	Precalculus Mathematics	MW	08:30 am-09:20 am	35	34	1

7) Click "Student" to take you back to the main menu.

8) Now you should find the box that says "Registration":

Admissions	Registration ▼	Student Records ▼	South Carolina Residency Certification
Apply for admission to another campus, return to complete an application, or check your status.	Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.	View your holds, grades, transcripts and advisor (if assigned).	Complete this certification to apply for in-state tuition or a reduced tuition rate.
Enrollment Deposits and Fees ▼	Housing Services	Orientation Services	AlcoholEdu and SAPU
Pay enrollment deposit/fee to secure your spot in the incoming class.	Apply for housing, view room assignments when available, and access other housing services.	To apply to attend Orientation Sessions.	Both are REQUIRED if you are: A new or transferring undergraduate student to Columbia campus and enrolled for the upcoming term.
DegreeWorks	Withdrawal and Refund Deadlines	Final Exams ▼	Apply to Graduate
View your progress toward earning a degree; run What-if audit if considering change of major.			While submitting your graduation application you may verify your name, address and academic program information.
View Submitted Graduation Application	Life Scholarship GPA	Think About It (Equal Opportunity Program)	
	This LIFE Scholarship GPA is for undergraduates only and is used solely for the purposes of determining eligibility for the SC LIFE Scholarship. The LIFE GPA is not used for graduation purposes.	This course is required for all Columbia Campus New Students and recommended to all Continuing Student	

9) Click on Add or Drop Classes:

- Select Term
- Change Variable Credits
- Concise Student Schedule
- Registration History
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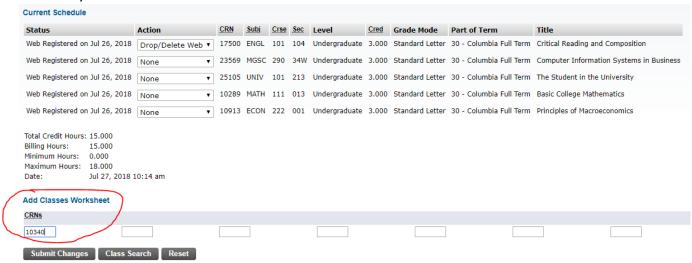- Schedule Planner Registration Cart

10) Find the drop down under "Action" that is associated with the class you would like to drop:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Part of Term	Title
Web Registered on Jul 26, 2018	Drop/Delete Web ▼	17500	ENGL	101	104	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Critical Reading and Composition
Web Registered on Jul 26, 2018	None ▼	23569	MGSC	290	34W	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Computer Information Systems in Business
Web Registered on Jul 26, 2018	None ▼	25105	UNIV	101	213	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	The Student in the University
Web Registered on Jul 26, 2018	None ▼	10289	MATH	111	013	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Basic College Mathematics
Web Registered on Jul 26, 2018	None ▼	10913	ECON	222	001	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Principles of Macroeconomics

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 27, 2018 10:14 am

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

11) Choose "Drop/Delete Web" from the drop-down menu.

12) Further down on the page under "Add Classes Worksheet" type the CRN that you wrote down earlier for the class you wish to enroll in:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Part of Term	Title
Web Registered on Jul 26, 2018	Drop/Delete Web ▾	17500	ENGL	101	104	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Critical Reading and Composition
Web Registered on Jul 26, 2018	None ▾	23569	MGSC	290	34W	Undergraduate	3.000	Standard Letter	30 - Columbia Full Term	Computer Information Systems in Business
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Add Classes Worksheet

CRNs

| 10340 | | | | | | |

[Submit Changes] [Class Search] [Reset]

13) Click "Submit Changes" at the bottom of the screen.

14) You should see that you have been dropped from the original class and registered for the new class.