

# how to modify or cancel your schedule

During your advising and registration appointment, you worked with an advisor to select courses appropriate to your interests and degree goals. We understand that you may need to modify that schedule. Instructions on how to do so are presented below and on the back page. Pay careful attention to the deadlines.

## CANCELLING YOUR SCHEDULE/WITHDRAWING FROM THE TERM

We understand that your situation may change and you might need to cancel your plans to attend Fort Lewis College. If this is the case, you must notify us by completing, signing, and mailing/faxing the form on the inside of this document. Your financial obligations will depend on the date your completed and signed form is received at the Registrar's Office.

## MODIFYING YOUR SCHEDULE

### THERE ARE TWO BASIC OPTIONS FOR MODIFYING YOUR SCHEDULE:

- Ask for assistance from your New Student Advising and Registration Office advisor by calling (970) 382-6985 or (866) 385-3949 (toll-free).
- "Do it yourself" using your WebOPUS account or paper add/drop forms.

*Census Date, the first Friday of each Summer session and the third Tuesday of each Fall and Winter term, is the deadline for all schedule modifications.*

### HOW TO "DO IT YOURSELF" VIA WEBOPUS

You can use **WebOPUS** to:

- Add classes that are open and for which you have the prerequisites through the first day of each Summer session and through the Friday of the first week in the Fall and Winter terms.
- Drop classes through Census Date. After Census Date, you can only drop using a paper drop form (see back page).

**Begin by logging into WebOPUS** (for instructions see "Setting up and accessing your three computer accounts" in this packet). To identify available courses: Select "Student Services & Financial Aid" > "Registration" > "Class Search." Select the appropriate term. Highlight a specific department and click on "Get Classes." If a class has a positive number under the heading "Rem," you may add it if you meet the prerequisites. Make a note of the Course Reference Number. You can check prerequisites in the *Catalog of Courses* at [www.fortlewis.edu](http://www.fortlewis.edu).

**To "add and drop,"** select "Student Services & Financial Aid" > "Registration" > "Add/Drop Classes." Select the appropriate term. The classes you are currently registered for will appear in the "Class Registered Successfully" section. Add classes by entering the Course Reference Number (CRN) into the "Add Class" table. Drop classes by using the options available in the "Action" field. If no options are listed in the "Action" field, then the class may not be dropped. When add/drops are complete, click "Submit Changes."

**Pay careful attention to error messages** after you submit changes for add/drop. We recommend you contact the New Student Advising and Registration Office if you encounter any of the following error messages. Call (970) 382-6985 or (866) 385-3949 (toll-free).

**Closed class.** This class is full.

**Pre-req or test score.** The class you are trying to get into has a prerequisite or placement that you are lacking.

**Level restriction.** You have not earned enough credits to be eligible to take a class at that level (applies to selected 200-level and 300- and 400-level courses).

**Link error.** The course you are trying to add requires enrollment in a lab as well as a lecture. These are two separate CRNs that you must add simultaneously.

**Duplicate CRN.** You are trying to enroll in a course you are already registered for.

**Time conflict.** There is a time conflict between the course you are trying to register for and another course you are already registered for.

**Instructor permission.** You must obtain instructor permission to enroll in this course.

### HOW TO "DO IT YOURSELF" USING PAPER ADD/DROP FORMS

Blue "add" forms and green "drop" forms are available at the Registrar's Office, Room 160, Miller Student Services Center.

Use "add" forms, which must be signed by the instructor and submitted by 3:30 p.m. Census Date in the Summer and 4 p.m. Census Date in the Fall or Winter to the Registrar's Office,

- To add a closed class
- To add a class for which you do not have the prerequisites
- To add a class with instructor permission
- To add a class after WebOPUS is no longer available for adds of any kind (after the first day of class for each Summer session and after the Friday of the first week in the Fall and Winter terms).

Use "drop" forms to drop classes after Census Date – but not your entire schedule. The form must be signed by the instructor, have a grade of W or F assigned, and be submitted by 3:30 p.m. of the last day of class in the Summer and 4 p.m. of the last day of class in the Fall or Winter to the Registrar's Office. If, after the term has begun, you want to completely drop your entire schedule, other processes and procedures must be followed. Contact the Registrar's Office at (970) 247-7350.

## NEW STUDENT REQUEST TO CANCEL ENROLLMENT AT FORT LEWIS COLLEGE

The student should complete and sign this form. Mail to: Registrar's Office, Fort Lewis College, 1000 Rim Drive, Durango, Colorado 81301. Fax to: (970) 247-7598.

Name \_\_\_\_\_ ID \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**This cancellation applies to** (circle all that apply):

May session      June session      July session      Fall term      Winter term

**I authorize the following arrangements to be canceled** (circle all that apply):

Course Registration      Financial aid awards      Housing reservations      Meal plan

Reason for cancellation:

I understand that my signature on this page authorizes Fort Lewis College to cancel the specific arrangements circled above. I acknowledge I am responsible for tuition and fees according to the schedule outlined in the *Tuition & Fees* brochure and payments for housing and meal plans as specified in those contracts.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This form is for new students canceling their plans to attend Fort Lewis College before the first day of the term. Once the term has begun, other processes apply. Contact the Registrar's Office, (970) 247-7350.