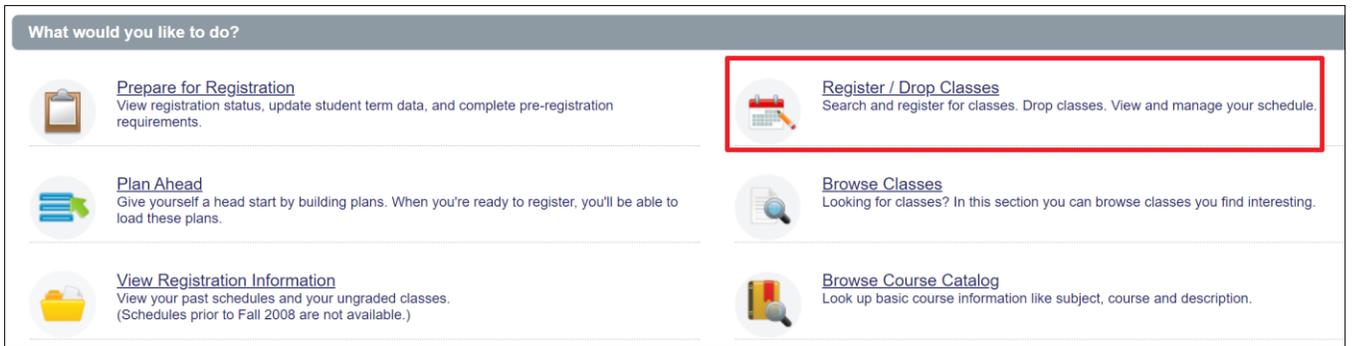# SELF-SERVICE: CONDITIONAL ADD AND DROP

In ASSIST there is a feature known as Conditional Add and Drop which allows a student to drop a section from their schedule on the condition that he/she can add into another section. This document will demonstrate how to register for a class using the Conditional Add and Drop feature in ASSIST.
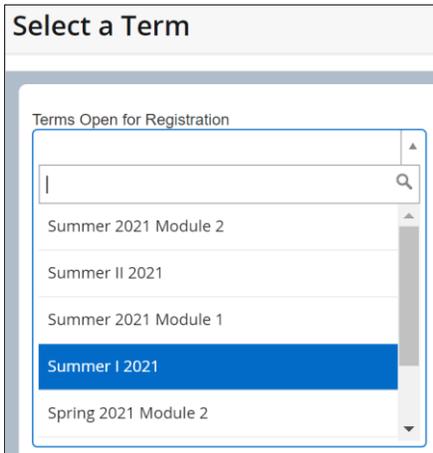
1. Login to the MyUTRGV student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser:

2. Select the Application *ASSIST*

3. Select Student **Self Service**

4. Click on **Registration.**

5. Click on the **Register / Drop Classes.**

6. Choose a term from the drop-down list and then click '*Continue*.'

7. Registered sections display in the Schedule and Summary panel.

8. Using Find Classes, Enter CRNs or Plans tab in the header add the desired section to the *Summary panel* and verify the Action is *Add*.

9. Check the box next to *Conditional Add and Drop.*

10. Navigate to the section that you want to drop and change the *Action* to *Drop*.

11. Click **Submit**. Changes to your registration will either be completed, or an error message will display. If an error displays the original enrolled section will not be dropped.
    a. If no errors occurred, the swap is successful, and the Status reads Dropped from the original section and Registered in the new desired section.
        - In this example, the desired section is ENGL 1302 and the original enrolled section is BLAW 3337. The student was able to successfully register in ENGL 1302 and drop BLAW 3337 since the status reads Registered and Dropped accordingly. Also, the *Save Successful* is noted on the top right corner.

Student is now enrolled in CRIJ 3310 01, ENGL 1302 91L and the student has dropped BLAW 3337 90L in this example.

12. Swap with error: Various errors can prompt preventing registration in the desired section. A message saying "Unable to make requested changes so your schedule was not changed" appears. The benefit of the Conditional Add and Drop box is that is the original section does not get dropped if the desired section(s) cannot be added. The student can either waitlist the new section, resolve the error to continue, or remove the section and select another section to enroll in.

    a. In this example, the desired section was POLS 2306 and the original enrolled section was BLAW 3337. The student received a class is full error preventing registration in POLS-2306. BLAW 3337 was not dropped and the student is still enrolled in this section.

    b. To Remove the section, change the Action to *Remove* and press Submit.
        ▪ To waitlist the section select Add to Waitlist action.
    c. Resolve the error by selecting another section, removing the section you requested to add from your Summary, or by rearranging your schedule. Click Submit. In the example below, the desired section was full, and the student resolved the error by waitlisting the class.

The student is now enrolled in BLAW 3337 80L, CRIJ 3310 01 and waitlisted for POLS 2306 97L.