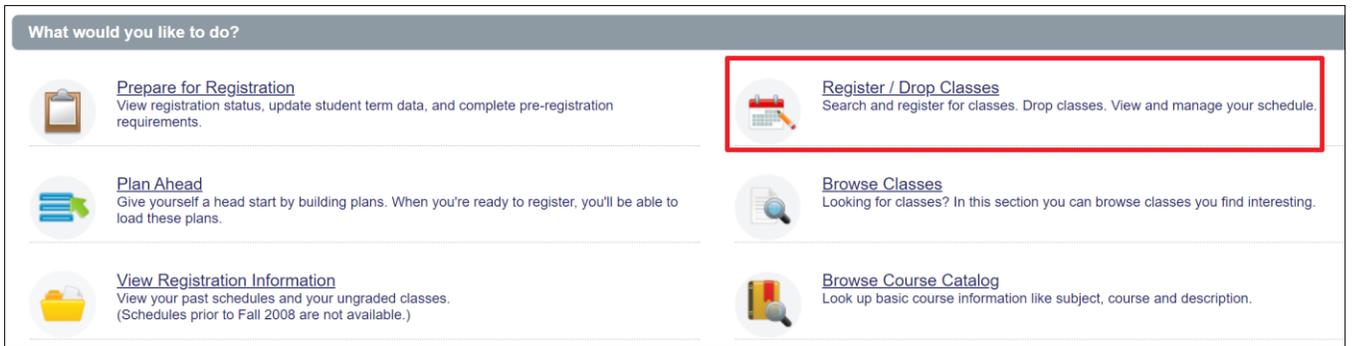


## SELF-SERVICE: CONDITIONAL ADD AND DROP

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.

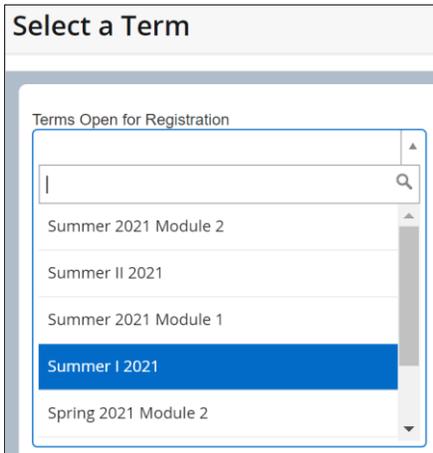
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*
3. Select Student **Self Service**
4. Click on **Registration.**
5. Click on the **Register / Drop Classes.**



What would you like to do?

-  [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register / Drop Classes](#)  
Search and register for classes. Drop classes. View and manage your schedule.
-  [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)  
View your past schedules and your ungraded classes. (Schedules prior to Fall 2008 are not available.)
-  [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

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



Select a Term

Terms Open for Registration

Summer 2021 Module 2

Summer II 2021

Summer 2021 Module 1

**Summer I 2021**

Spring 2021 Module 2

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

The screenshot shows the UTRGV registration interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. The main heading is "Register for Classes". Below this, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active, showing a search form with fields for "Term" (set to Summer I 2021), "Subject", "Course Number", "Campus", and "Instructional Methods". There are "Search", "Clear", and "Advanced Search" buttons.

Below the search form, there are two panels. The left panel is titled "Schedule" and shows a "Class Schedule for Summer I 2021" grid. The grid has columns for days of the week and rows for time slots from 7am to 4pm. Registered sections are highlighted: Business Law I (green) from 9am-10am, and Constitution & Criminal Law (purple) from 12pm-1pm. The right panel is titled "Summary" and shows a table of registered sections:

Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Business Law I	BLAW 3337...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRJ 3310, ...	3	61349	Lecture	Registered	None	Traditional Face...

At the bottom of the Summary panel, it shows "Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18" and a "Submit" button.

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.

This screenshot shows the same registration interface as above, but with the "Summary" panel highlighted. The "Summary" panel now includes two new sections that have been added:

Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional Method
Rhetoric & Composi...	ENGL 130...	3	63075	Lecture	Pending	Add	Online Async
US Const Law Civil ...	POLS 431...	3	64039	Lecture	Pending	Add	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRJ 3310...	3	61349	Lecture	Registered	None	Traditional F...

The "Action" column for the newly added sections is set to "Add". The "Status" is "Pending". The "Submit" button is visible at the bottom right of the Summary panel.

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

The screenshot shows a course schedule for Summer I 2021. The left panel is a grid with days of the week (Sunday to Saturday) and times (7am to 4pm). Classes are represented by colored blocks: purple for Business Law, green for Constitutional Criminal Law, and hatched for US Constitutional Law. The right panel is a summary table with columns: Title, Details, Hour, CRN, Schedule Typ, Status, Action, and Instructional. The 'Action' column has dropdown menus. At the bottom right, there is a checkbox labeled 'Conditional Add and Drop' which is checked and highlighted with a red box, and a 'Submit' button.

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Rhetoric & Composi...	ENGL 130...	3	63075	Lecture	Pending	Add	Online Async
US Const Law Civil...	POLS 431...	3	64039	Lecture	Pending	Add	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRIJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop 1 Submit

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

This screenshot is identical to the previous one, but the 'Action' dropdown menu for the 'Business Law I' course is open, and 'Drop' is selected. The 'Drop' option is highlighted with a red box.

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Rhetoric & Composi...	ENGL 130...	3	63075	Lecture	Pending	Add	Online Async
US Const Law Civil...	POLS 431...	3	64039	Lecture	Pending	Add	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	Drop	Online
Constitution & Crimi...	CRIJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop 1 Submit

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.
- 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 • Registration • Select a Term • Register for Classes ✔ Save Successful

### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**  
Term: Summer I 2021

CRN  Rhetoric & Composition II ENGL 1302, 91L  
 CRN

[+ Add Another CRN](#) [Add to Summary](#)

---

**Schedule** Schedule Details

Class Schedule for Summer I 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am							
11am							
12pm		✔ Constitution & Criminal Law					
1pm							
2pm							

Panels ▾

**Summary**

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Rhetoric & Composi...	ENGL 130...	3	63075	Lecture	Registered	None	Online Asynch
Business Law I	BLAW 333...	0	60128	Lecture	Deleted	None	Online
Constitution & Crimi...	CRIJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop ⓘ [Submit](#)

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.

Student • Registration • Select a Term • Register for Classes

POLS 2306 CRN 64011: This class is full - Join the waitlist.

### Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Summer I 2021

CRN

[+ Add Another CRN](#) [Add to Summary](#)

---

**Schedule** | Schedule Details

Class Schedule for Summer I 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Business Law I					
10am							
11am							
12pm		Constitution & Criminal Law					
1pm							
2pm							
3pm							
4pm							
5pm		TX Gov & Pol					

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional
TX Gov & Pol	POLS 230...	3	64011	Lecture	Errors Preventi...	Remove	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRIJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop [Submit](#)

- 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.

**Schedule** | Schedule Details

Class Schedule for Summer I 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Business Law I					
10am							
11am							
12pm		Constitution & Criminal Law					
1pm							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action	Instructional
TX Gov & Pol	POLS 230...	3	64011	Lecture	Errors Preventi...	Add to Waitlist	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRIJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop [Submit](#)

Schedule Schedule Details

Class Schedule for Summer I 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Business Law I					
10am							
11am							
12pm		Constitution & Criminal Law					
1pm			Constitution & Criminal Law	Constitution & Criminal Law	Constitution & Criminal Law		
2pm							
3pm							
4pm							
5pm		TX Gov & Pol					

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
TX Gov & Pol	POLS 230...	0	64011	Lecture	Waitlisted	None	Online Async
Business Law I	BLAW 333...	3	60128	Lecture	Registered	None	Online
Constitution & Crimi...	CRUJ 3310...	3	61349	Lecture	Registered	None	Traditional Fa

Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

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