

Adding & Dropping Courses

ADDING COURSES

All students add courses using WebAdvisor. Students can add a maximum of 2.75 credits per semester in the BA Program. However, on the last day of the Add Period students can add up to a maximum of 3.25 credits.

When searching for a course, only include the minimum amount of information. This generally includes the semester, the course subject and the year level. If you provide too much information, WebAdvisor will not return your desired results. Make sure that you are looking at University of Guelph courses that are held on Guelph campus.

Register for your courses one at a time. This will cause fewer problems when registering and if you are ineligible to register for a course, WebAdvisor will provide you with a reason (i.e. you are missing a prerequisite).

If you cannot add a course on WebAdvisor, you will need a Course Waiver form. Course Waivers are only used if

- You are missing a pre-requisite for a course
- The course is restricted to a specific specialization or program other than your own
- The course section is full
- Instructor consent is required
- You are attempting to add a course after the Add period

In most cases, it is the instructor or the department who will sign the course waiver. Once signed, waivers are brought to the 3rd floor, University Centre.

PLEASE NOTE: Instructors are not obligated to sign waiver forms.

Forms are available online at

http://www.uoguelph.ca/registrar/undergraduate/files/course_waiver_request.pdf

After adding a course, either on WebAdvisor or through Course Waiver, please double check your schedule to confirm that the course has been added and that there are no schedule or exam conflicts.

If you have trouble navigating WebAdvisor, you can receive guidance through the WebAdvisor helpline at ext. 53952

DROPPING COURSES

All students can use WebAdvisor to drop courses. Once you have dropped the course, log out of WebAdvisor and log back in to make sure that the course has been removed from your schedule.

Please note that you cannot drop ALL of your courses on WebAdvisor. If you would like to withdraw from the semester, please come to the BA Counselling Office, MacKinnon 130, to fill out the appropriate paperwork.

PLEASE NOTE THAT THE LAST DAY TO DROP A COURSE IS ALWAYS THE 40TH CLASS DAY OF THE SEMESTER.

Two-Semester courses can be dropped up to the last day of the add period in the second semester.

The drop date is always posted in the BA Counselling office and is available on the schedule of dates in the Undergraduate Calendar:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>

If you missed the drop date, contact the BA Counselling office as soon as possible.

After dropping a course, you might be entitled to a refund. Please refer to the refund schedule for more information:

http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/refunds_guelph_ug

BA Counselling Office

LRL 14/02/11