

# 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, you can use subject search or advanced search. Remember only courses with 'view available sections' are the courses being offered during the specific semester. When using filters remember to select 'Location' Guelph and 'Academic Level' Undergraduate. If you provide too much information, WebAdvisor will not return your desired results.

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 3<sup>rd</sup> floor, University Centre or can be emailed to [es@uoguelph.ca](mailto:es@uoguelph.ca). Enrolment Services will then add the course electronically.

**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](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.**

<https://www.uoguelph.ca/registrar/studentplanning/tutorial>

<https://www.uoguelph.ca/registrar/sites/registrar/files/docs/webadvisor-student-planning-complete-guide.pdf>

## **DROPPING COURSES**

All students can use WebAdvisor to drop courses. You need to have your emergency contact information filled out before you can drop courses. You must go to Plan, Schedule, Registrar, & Drop under Registration to drop all your 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 and it takes a couple of days for CourseLink to update.

The last day to drop courses without academic penalty is the last day of classes.

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

\*Please note there is no fee difference between 2.0 and 2.5 credits\*

BA Counselling Office

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