

Add/Drop Instructions for Advisors

Add: students will use **Student Self-Service** to add courses ("sections") to their schedule in the same way they registered on line. They will add one or more courses ("sections") to their Educational Plan, ask their advisor for approval, then register. To review the steps, see the **Student Instructions for Student Self-Service**.

Drops: Only advisors can do drops (and withdrawals). To initiate a drop a student must e-mail or see the advisor, who must approve the drop before manually dropping the course ("section"). First log into Student Self-Service (<http://dtgssweb.dtc.cooper.edu/Student/>), then find your advisee in the list. Second, click "Course Plan" then click the calendar button. The course is on the left with a drop button. Then click the drop button.

Course Plan | Home | Progress | Course Catalog | Notes | Plan Archive

Fall 2014 +

Planned: 0 Credits Enrolled: 19 Credits Waitlisted: 0 Credits Register Now

List Calendar

	Mon	Tue	Wed	Thu	Fri
8am					
9am		HUM-275-B			
10am			FA-209-1	FA-209-1	FA-315A-2
11am					
12pm					
1pm					
2pm		HUM-442-1	FA-354A-1		TE-384-1
3pm					
4pm					
5pm					
6pm			HUM-326-1	HUM-326-1	
7pm					
8pm					
9pm					

FA-209-1: Video II
Registered
Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Time: W 10:00 AM - 12:50 PM
Location: Foundation 530 (Studio)
Time: W 10:00 AM - 12:50 PM
Location: Foundation 539 (Studio)
Instructor: McElroy, P
Drop
View other sections

FA-315A-2: Advanced Design
Registered
Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Time: Th 10:00 AM - 12:50 PM
Location: 41 Cooper Square 901 (Studio)
Instructor: Famira, H
Drop
View other sections

FA-354A-1: Experimental Printmaking
Registered
Credits: 3
Grading: Graded
9/2/2014 to 12/17/2014
Time: W 2:00 PM - 4:50 PM
Location: Foundation 515 (Studio)

Before approving an add or drop of a Humanities course, depending on the school, an advisor may be required to get approval from a Humanities advisor, Dean Germano or Professor Sayres.