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 online. 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.

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.