



## How to Add or Drop a Course

### Student Access Login

- Log into MyAUM
- Under the LaunchPad menu select Webster Self Service
- Select Student Services
- Select Registration

### To Add a Course

- Select Register for and/or Drop Classes
  - Select your desired term
  - Complete Acceptance of Financial Responsibility
  - Enter Alternative Pin# (provided by your advisor)
- Select Subject
- Select Course Search
- Select View Sections
  - If the letter “C” appears instead of a box, the course is full and you cannot register into it
- Select box of your desired section
- Select Register to submit changes

OR

- Enter CRN #
- Select Register to submit changes

### To Add a Course with a Lab

- Manually enter the CRNs for the lecture and lab in the boxes provided
- Select Submit Changes

### To Drop a Course

- Select Register for and/or Drop Classes
  - Select your desired term
  - Enter Alternative Pin# (provided by your advisor)
- Under “**Current Schedule**”
  - Select “Web dropped course” under the **Action**
  - Select Submit Changes(Contact your academic advisor if you receive an error message)

To confirm, view or print your course schedule, select **Student Schedule by Day and Time** or **Student Detailed Schedule** at the bottom of the page

**Key to Webster terms and abbreviations:**

**C** = Closed (no seats are available)

**CRN** = Course Reference Number (4-digit number – in blue – for a particular section of a course)

**WI** = Writing Intensive Course (includes one extra hour of credit)

**BIOL** = Biology

**POLS** = Political Science

**M** = Monday

**BUSBLD** = Clement Hall

**ENGL** = English

**PSCI** = Physical Science

**T** = Tuesday

**Business Bldg.** = Clement Hall

**HIST** = History

**PSYC** = Psychology

**W** = Wednesday

**EDUCBL** = Education Building

**MATH** = Mathematics

**SOCI** = Sociology

**R** = Thursday

**Goodwyn** = Goodwyn Hall

**MUSI** = Music

**THEA** = Theater

**F** = Friday

**LATECH** = Liberal Arts Building

**NURS** = Nursing

**VISU** = Visual Arts

**S** = Saturday

**LIBART** = Liberal Arts Building

**PHIL** = Philosophy

**U** = Sunday

**NURSING** = Moore Hall (Nur Bldg.)

**TBA** = Online class

**Science Building** = Goodwyn Hall

**UNICTR** = Taylor Center