Add/Drop Course Form How-To

The Add/Drop Course Form should be used for enrollment transactions that students cannot do themselves in Student Center. If the course is currently closed with a waitlist, please request to be added to the waitlist rather than completing this form. This form can be used for:

- Add
- Drop
- Combined Add/Drop
- Swap
- Changes to Grade Option or Units

Your NetID will autofill into the Add/Drop Course Form once you log in with your NetID and password.

Choose the appropriate semester from the Semester dropdown:

Semester: * -- Choose -- ⌄

This will autofill Last Name, First Name, EmplID, Career, Program Code, Plan Code, College or School, and Campus Location.

Indicate which procedure you wish to complete (Add, Drop, Combined Add/Drop, Swap, Changes to Grade Option or Units). The option that you choose here will adjust the form for the information that needs to be entered:

Please select the procedure you wish to complete: * -- Choose -- ⌄

The Class Roster has the necessary information that you need to fill out the form for Class Number, Class Subject, Catalog Number, Class Section, Units, and Grade Option.

GREEK	Greek
HADM	Hotel Administration
HD	Human Development
HE	Human Ecology Nondepartmental
HEBRW	Hebrew

HADM 6070   Hospitality Operations and Consulting

Course information provided by the Courses of Study 2020-2021.

This course focuses on advanced, operations-related, analytical tools that can be applied in hospitality operations. These tools are best suited to either people working as internal consultants (i.e., analysts) or external consultants (for consulting firms). There are two main focuses: (1) benchmarking and best practice analysis; and (2) service processes. This course also examines the practices of firms offering hospitality operations consulting.

When Offered: Fall.

Prerequisites/Corequisites: Prerequisite: HADM 2010 or equivalent. HADM 7030 recommended.

Enrollment Information	Syllabi: *none*

Regular Academic Session. Combined with: HADM 4070   **3 Credits**
                                                                                        GradeNoAud

17466 ⭐ LEC 001   MW   8:00am - 9:15am   Sep 2 - Dec 16, 2020   Slaugh, V   🟢
                         Online Meeting

Instruction Mode: Online
Prerequisite: HADM 7030 recommended. Undergrads must enroll in HADM 4070.

When selecting a procedure of **Add**:

- Enter the Class Number and Class Subject of the course that you want to add. After tabbing over, the Catalog Number, Class Section, Units, Grade Option, and Class Location will autofill. The Grade Option is editable if it is necessary to update that information. For example, if the class you are adding has a grade option of Letter or S/U grades, the form will display a message indicating that you should modify the default and select either "Letter" or "S/U" grades. If the class has variable credits, you will be prompted to enter the number of credits you want in a field titled Desired Units (Variable).
- If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.

COURSE TO BE ADDED:

Class Number (e.g. 1223)	Class Subject		Catalog Number	Class Section	Units	Grade Option	Class Location
*12965	*NS Nutritional Science	▼	NS	3150	LEC 001	3	*Letter or S/U grades	ITH
							Please modify the default and select either "Letter" or "S/U" Grades.	

When selecting a procedure of **Drop**:

- Choose the Class Number and Class Subject from the dropdowns. After tabbing over, the Catalog Number, Class Section, and Class Location will autofill.
- If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to drop. Choose the Class Number of the course you want to drop. The Class Subject, Catalog Number, and Class Section will autofill.

COURSES TO BE DROPPED

Class Number (e.g. 1223)	Class Subject	Catalog Number (e.g. 1101)	Class Section (e.g. LEC 001)	Class Location
16531 ▾	ARKEO Archaeology ▾	ARKEO 3090	LEC 001	ITH

☑ My class has a Lab, Discussion or Field Study

Class Number	Class Subject	Catalog Number	Class Section
16974 ▾	ARKEO Archaeology	3090	LAB 401

When selecting a procedure of **Combined Add/Drop**:

- Combined Add/Drop is to be used when you dropping a course and then adding a different course in its place. This is different from the procedure of Swap, which is noted in the next section of the document.

- Enter the Class Number and Class Subject of the course that you want to add. The Catalog Number, Class Section, Units, Grade Option, and Class Location will autofill. The Grade Option is editable if it is necessary to update that information. For example, if the class you are adding has a grade option of Letter or S/U grades, the form will display a message indicating that you should modify the default and select either "Letter" or "S/U" grades. If the class has variable credits, you will be prompted to enter the number of credits you want in a field titled Desired Units (Variable).

- If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.

- Choose the Class Number and Class Subject of the course that you want to drop. The Catalog Number, Class Section, and Class Location will autofill. If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to drop. The Class Subject will autofill.

COURSE TO BE ADDED:

Class Number (e.g. 1223)	Class Subject	Catalog Number	Class Section	Units	Grade Option	Class Location
*12965	*NS Nutritional Science ▾	NS	3150	LEC 001	3	*Letter or S/U grades	ITH

Please modify the default and select either "Letter" or "S/U" Grades.

☐ My class has a Lab, Discussion or Field Study

COURSES TO BE DROPPED

Class Number (e.g. 1223)	Class Subject	Catalog Number (e.g. 1101)	Class Section (e.g. LEC 001)	Class Location
*16531 ⌄	*ARKEO Archaeology ▾	ARKEO	3090	LEC 001	ITH

☑ My class has a Lab, Discussion or Field Study

Class Number	Class Subject	Catalog Number	Class Section
16974 ⌄	ARKEO Archaeology	3090	LAB 401

When selecting a procedure of **Swap**:

- Swap is to be used when you are staying in the same course (Class Subject/Catalog Number remains the same), but are swapping the Class Number/Class Section.
- Enter the Class Number and Class Subject of the course that you want to **add.** After tabbing over, the Catalog Number, Class Section, Units, Grade Option, and Class Location will autofill. The Grade Option is editable if it is necessary to update that information. For example, if the class you are adding has a grade option of Letter or S/U grades, the form will display a message indicating that you should modify the default and select either "Letter" or "S/U" grades. If the class has variable credits, you will be prompted to enter the number of credits you want in a field titled Desired Units (Variable).
- If the course you are adding has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to add. The Class Subject and Catalog Number will autofill.
- Pick the Class Number and Class Subject from the dropdowns for the class that you want to **drop**. The Catalog Number, Class Section, and Class Location will autofill. If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components that you want to drop. The Class Subject will autofill.

Class Number (e.g. 1223)	Class Subject		Catalog Number	Class Section	Units	Grade Option	Class Location
*6316	*CHEM Chemistry	▼	CHEM	2080	LEC 002	4	*Letter grades only	ITH

☐ My class has a Lab, Discussion or Field Study

Class Number (e.g. 1223)	Class Subject		Catalog Number (e.g. 1101)	Class Section (e.g. LEC 001)	Class Location
*6315 ▾	*CHEM Chemistry	▼	CHEM	2080	LEC 001	ITH

☐ My class has a Lab, Discussion or Field Study

When selecting a procedure of **Changes to Grade Option or Units**:

- Choose the Class Number and Class Subject. This will autofill the Catalog Number, Class Section, Units, Grade Option, and Class Location. Edit the Units and/or Grade Option to indicate what you want them to be changed to.
- If the course you are dropping has a lab, discussion, or field study associated with it, click on the checkbox "My class has a Lab, Discussion or Field Study." This will add additional rows to the form to indicate the other components. The Class Subject and Catalog Number will autofill.

Class Number (e.g. 1223)	Class Subject		Catalog Number	Class Section	Units	Grade Option	Class Location
*12965 ▾	*NS Nutritional Science	▼	3150	LEC 001	3	Graded (GRV)	ITH

☐ My class has a Lab, Discussion or Field Study

Once you have selected the appropriate dropdown and filled in the necessary information, click Next at the bottom of the form.

Sign the form by typing in your first name and last name. Then click Sign Electronically.

You will see a screen that says the form has been submitted:

Cornell University

This form has been submitted.

[View Form PDF]

You can click on the View Form PDF icon in order to view and print the PDF.

You will also receive an email confirmation:

> your Add request has been submitted and is pending review and action.
>
> If you have questions about your request, would like to make a change to your request or cancel your request, please contact your College Registrar Office.

You will not be able to cancel a request once it is submitted. In order to cancel a request, you should email your college registrar's office to have them reject the form.

You will receive an automatic email notification as each appropriate person signs/approves the form.