Add/Drop/Waitlist Instructions Fall 2015

Registering for a Course

1. Go to [http://www.testudo.umd.edu](http://www.testudo.umd.edu) and click on the “Registration (Drop/Add)” link
2. Select the right term: “Fall 2015” and click the “Accept” button
3. Log in using your directory ID and password
4. You will be logged in to the Drop/Add page where you will see a blue and white table with the fields: “Course”, “Sec”, “Grd Meth”, “Credits”, “Added”, “Times”.
5. Adding a Course:
   a. To add a specific course and section, you will type the following:
      i. Course: ARTH201.
      ii. Sec: FC01 (find the section number of the [Live Schedule of Classes](http://www.testudo.umd.edu)).
      iii. Click “Enter” button to add the course.
      iv. If the course is closed you will be told so and the system will ask you if you want to be placed on the waitlist/holdfile (see below).
6. Once you register for all of your courses, click on “Sign Off” to logout, this will take you to your course schedule.

Dropping a Course

1. Go to [http://www.testudo.umd.edu](http://www.testudo.umd.edu) and click on the “Registration (Drop/Add)” link
2. Select the right term: “Fall 2015” and click the “Accept” button
3. Log in using your directory ID and password
4. You will be logged in to the Drop/Add page, the blue and white table will have listed the courses which you registered for the semester.
5. To drop a course, click on the grey “Drop” button for the course that you want to drop (located on the left hand side of the table).
   a. The system will ask you to confirm that you wish to drop this course, click yes if you wish to drop the course.
6. NOTE: You cannot drop all of your courses; you must be registered for at least one course at all times. You cannot drop UNIV100.

Registering for a Waitlisted Course

1. Follow steps 1 through 5 listed in the “Registering for a Course” section.
2. In the Drop/Add page, you will need to type in the specific section that you want to waitlist, example:
   b. Sec: FC01.
   c. Click “Enter”, you will get the message about the course being closed and if you wish to get in the waitlist/holdfile.
   d. Select the section(s) you want to waitlist and click “Return Sections”.
   e. NOTE: If you do not type the section number, the system will tell you that there are no open sections for that course and will not give you a waitlist option.
3. Please remember to periodically check the waitlist (from Testudo). Once the semester starts, you will need to check the waitlist everyday during the schedule adjustment period.
Checking the Waitlist

1. Go to http://www.testudo.umd.edu and click on the “Waitlist Check In” link
2. Log in using your Directory ID and Password
3. By logging in you have checked the waitlist. You will see the courses that you waitlisted and your position on the waitlist.

Waitlist Reminders

1. To be eligible for the waitlist/hold file you cannot be registered for any other section of the desired course. If you are currently registered for any other section of the course, you must drop that section before you can be placed on the waitlist. If you remain registered for another section of the same course at the time you waitlist, you will be removed from the waitlists.
2. You may select up to six (6) sections of a course. The first section to become available will be assigned to you by the computer. Since you will now be registered for a section, your name will be removed from the waitlist for that course. If you subsequently refuse the assigned section (by not checking in), that section will be given to the next person waiting for it. You may, at that time, request to be PLACED AT THE END OF THE WAITING LIST FOR ANOTHER SECTION.
3. You cannot waitlist a course that you do not have the math eligibility for (e.g., MATH140 or CHEM135).
4. You cannot waitlist a course if it would take you over 17 credits. However, you may opt to drop a course, waitlist your intended course, and re-add the courses that you had dropped (e.g., drop MATH140 section FC01 → waitlist PSYC100 section FC02 → add MATH140 section FC01)
   a. Please keep in mind, if you drop a course, you may not be able to get a seat in that course again. Remember, there are other students adding and dropping courses as well and they may take your seat!
5. You cannot waitlist a course that conflicts with something already on your schedule, unless you plan to drop the course that conflicts with the waitlist section at the time the section is received. It is your responsibility to adjust your schedule accordingly.
6. You will not receive notification that you have been added to a course from the waitlist. As stated previously, you will need to check the waitlist periodically and starting September 2nd, you will need to check-in to the waitlist every day.

Dropping off the Waitlist

1. Go to http://www.testudo.umd.edu and click on the “Waitlist Check In” link
2. Log in using your Directory ID and Password
3. Click on the “Drop?” box next to the course you no longer wish to waitlist.
4. Click the “Drop” button.
5. Click the “Sign Off” button.