

The Drop/Add System User Guide

Note: Synchronizing Course Match and SPIKE does not happen instantly. Changes made in Course Match may take up to 24-hours to register in SPIKE and other Wharton systems such as Canvas.

Terminology

P/F = Pass/Fail – A student may take up to 1CU pass/fail each semester. Fixed and Flexible core courses may not be taken pass/fail. Some electives may not be taken pass/fail at the discretion of the instructor/department.

Cap = Capacity – The number of open seats in a given course section. A cap of 0 means the course is full (at capacity). A positive number means there are that many open seats in the course. Adding a course with a cap of 0 places a student on the waitlist.

Navigation

My Courses			
Current Enrollment			
Course	P/F	Save	Drop
MKTG773002	N/A		
MGMT804001	<input type="checkbox"/>		
<input type="text" value="MGMT691408"/>	N/A		
MKTG756402	N/A		

▶ My Schedule

▶ My Open Requests

▶ My Request History

My Courses

Displays a list of all the courses for which you are presently enrolled during the chosen semester.

My Schedule

Displays a visual representation of the courses in which you are enrolled.

My Open Requests

Displays any pending waitlist requests you have pending. You may remove an open request by clicking the corresponding icon in the “Cancel” column.

My Request History

Displays a full history of cancelled and completed drop and add requests.

How do I add a section?

Find the section you wish to add and click the “Request Course” button. If the section you wish to add has a positive number in the “Cap” column that means there are seats open in the course. Adding a course with capacity during the first-come, first-served period will add you to the course. Adding a course with 0 capacity will add you to the waitlist for the course.

How does the drop/add system deal with course conflicts?

A conflict is generated when you try to add a section that meets at the same time as a section you already own or if you own another section of the same course (or a related course in the case of flexible core courses).

If you add a course that conflicts you'll get message stating that if the system can process the add request it will drop you from the conflicting section(s) that you own. You will need to agree to this solution in order for the add request to be logged.

NEW REQUEST

Add Request

You are requesting the following item:

- ACCT611002 - FINANCIAL ACCOUNTING ARMSTRONG C
MW 10:30 AM - 12:00 PM (8/26/13 - 12/10/13)
This course CANNOT be taken Pass/Fail.

This add request conflicts with the following allocated items, which will be dropped if this request is processed:

- ACCT611001 - FINANCIAL ACCOUNTING ARMSTRONG C
MW 9:00 AM - 10:30 AM (8/26/13 - 12/10/13)
This course CANNOT be taken Pass/Fail.
- ACCT742002 - PROBLEMS IN FIN REPORTIN FISCHER P
MW 10:30 AM - 12:00 PM (8/28/13 - 12/10/13)

Continue

Cancel

Can I order my add requests?

No, you cannot order add requests in add/drop because add requests operate on a first-come, first-served basis. If a seat opens up and you are next on the waitlist, you'll get it. The system can't hold that seat while you wait to see if you got into another section.

How do I elect to take a course pass/fail?

1. Click on the "My Courses" tab in the right-side menu bar
2. Click the checkbox in the P/F column that corresponds with the course section you wish to take pass/fail
3. Click the button in the "Save" column that corresponds with the course section you wish to take pass/fail
4. The system will generate a message that states that your "Enrollment Update" was successful

 Enrollment Update Successful

My Courses			
Current Enrollment			
Course	P/F	Save	Drop
ACCT743401	N/A		
ACCT742002	<input type="checkbox"/>		
ACCT611001	N/A		
MGMT691412	<input type="checkbox"/>		

My Schedule

My Open Requests

My Request History

To remove a selected pass/fail status, click to "uncheck" the box then click the button in "Save" column. You will receive a message that states that your "Enrollment Update" was successful.

What does it mean if there is an "N/A" or "N" instead of a checkbox in the P/F column?

That means you cannot take the course pass/fail either because the instructor has mandated that the course cannot be taken pass/fail or the course is a core course.