



Course Registration: Adding or Dropping a Class

Explanation of Add/Drop

Adding or dropping a class happens during the normal registration period for a given semester. Once the semester starts, there is a period of time at the beginning of the term called Add/Drop Week. The last day of Add/Drop Week is the last opportunity for a student to drop a class to receive a 100% refund. After the last published date for Add/Drop Week, the “drop” option is no longer available. After the end of Add/Drop Week up to the deadline published for the term, removing a course from your schedule becomes a “withdrawal.” A class drop and withdrawal are not the same. Please be sure to confirm [Important Dates](#)¹ for every term.

How to Add or Drop

- 1) Go to the [Athens State home page](#)² and scroll to the top or bottom of the page
- 2) Select: “Athens State Online”
- 3) Log in using your Athens State ID and PIN
 - Contact the [Help Desk](#)³ for ID and PIN access support
- 4) Select: “Student” tab

¹ www.athens.edu/student-accounts/important-dates/

² www.athens.edu/

³ www.athens.edu/helpdesk; Mon.-Thurs 8 am-7pm, Fri. 8am-4:30pm; (p) 256-216-6698; (e) helpdesk@athens.edu

- 5) Select: “Register for Classes” link
- 6) Select “Register or Add/Drop Classes”
- 7) Select a Term
- 8) Hit “Submit”

To Add a Class

- If you know the CRN (Course Registration Number), you can type it in and hit submit changes.
- If you do not know the CRN, select “Class Search” and search course offerings. You then select “View Sections” select your preferred section and click “Select” and “Register.”

To Drop a Class

- Choose the class you wish to drop
- Select: “Action” dropdown
- Select: “Web Drop” and “Submit Changes”

Your Degree Works⁴ plan will reflect your schedule modifications the next day.

To view your schedule after Add/Drop changes,

after Step 5 select: “View Student Detail Schedule” link or “Student Schedule by Day and Time” link.

Student Success Center

[Sandridge Student Center](#),⁵ 1st Floor; Monday – Friday 8 a.m. to 4:30 p.m.

⁴ Degree Works is a web-based tool that enables students and their advisors to review past, present and future academic coursework to evaluate which degree requirements are complete and which degree requirements are still needed. To access, after Step #4 select the “Degree Works Advising” link.

⁵ www.athens.edu/tssc/