

# Online Course Change Request Submission



- Online Add/Drop 'request' system - Understand how the online Course Change Request submission process works in Howdy and Compass.
- Future considerations

1. Add/Drop requests are intended to be used when departments and dean's no longer have registration access.
  - Academic deans or authorized dean's representatives should have access to make registration corrections on or before the official census date of the specified term.
  - **Every effort should be made to finalize registration changes on or before the official census date of the specified term.**
2. Add/Drop requests must be approved by the student's academic dean or authorized dean's representative.
  - Some colleges may want these requests to be submitted by an advisor, while others may want these requests submitted by the dean's office directly.
  - Check with your department/dean's office to determine any internal protocols to follow.

Extreme care and caution should be taken when submitting documentation in support of the course change request. **DO NOT submit medical records or other highly sensitive documents** which should not be preserved as a part of the student's permanent academic record.

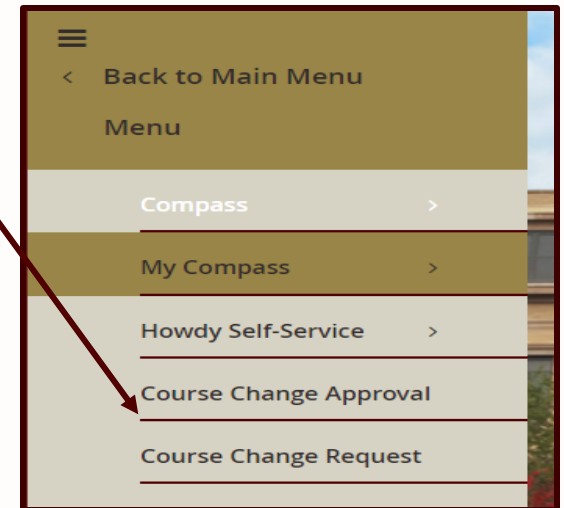
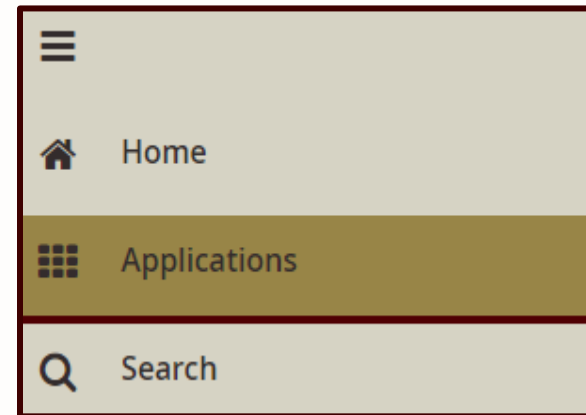
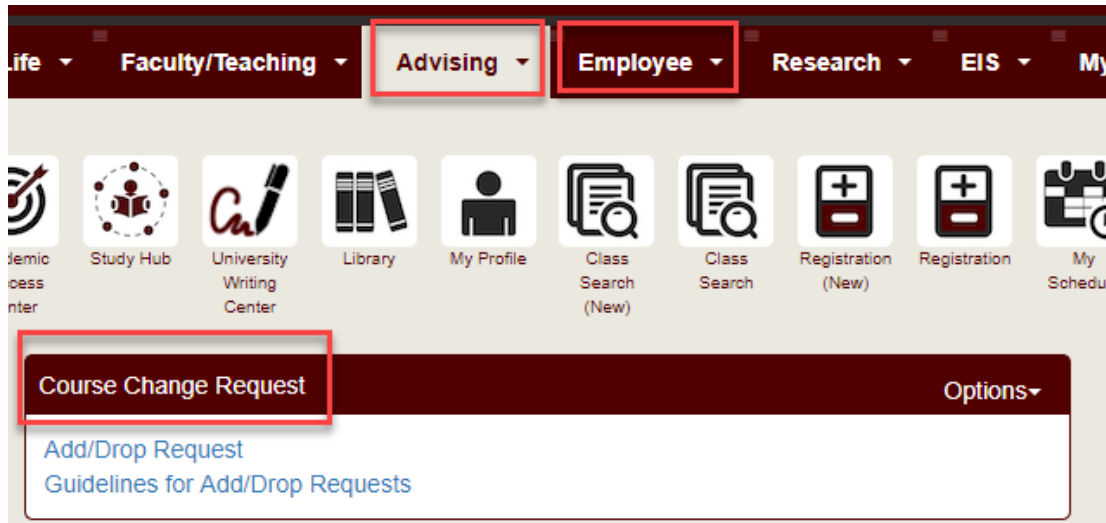
Adds, requisites, etc. that are submitted and approved by the student's dean/dean designee are expected to have already been vetted and approved by the department in which the course is taught.

## Who Can Submit a Request?

- Any Compass user with access to register students in Compass will have access to submit requests using the Course Change Request system

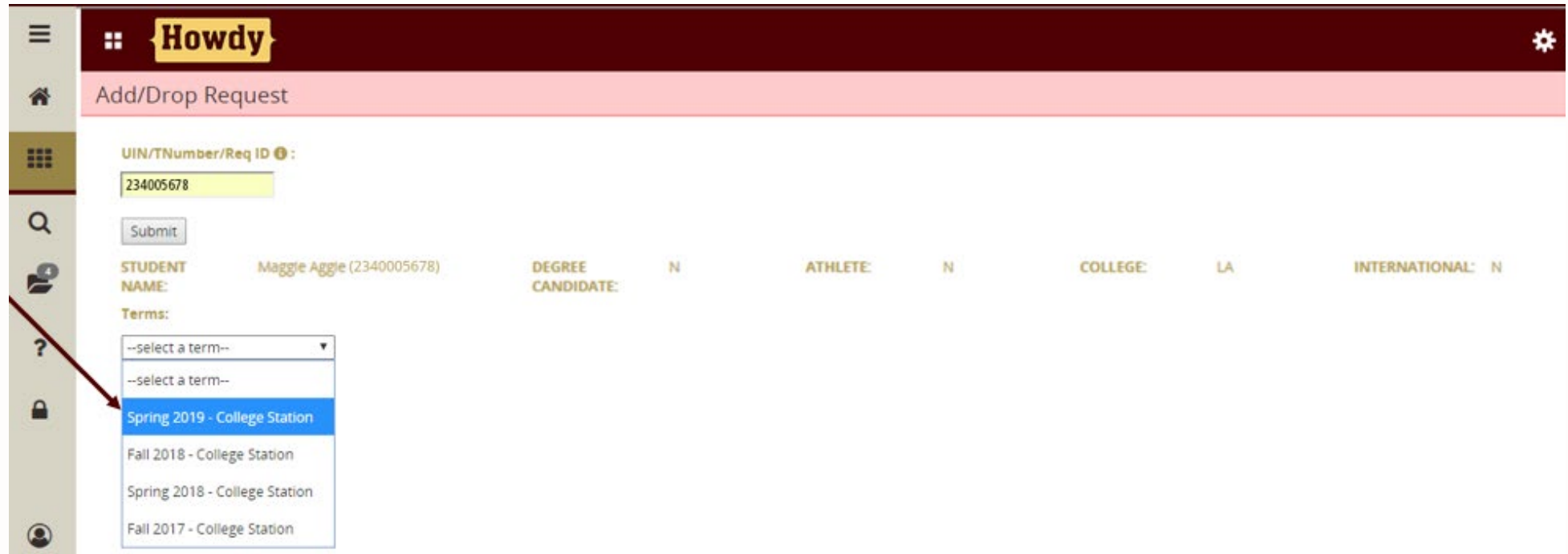
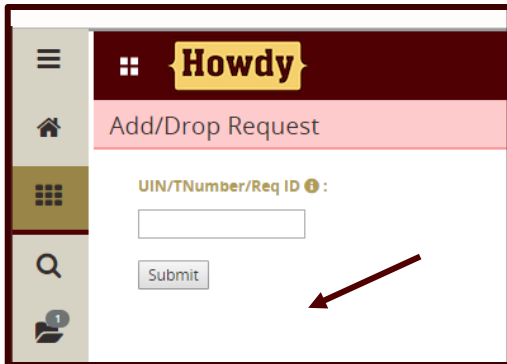
## Where Is the Request Submitted?

- Use the link within the “Course Change Request” Channel in Howdy on the Advising or Employee Tabs; OR
- Select the “Course Change Request” option from the Applications Menu in Compass.








1. Enter student's UIN or T-Number.
2. Enter desired Term in which the request needs to be submitted.
  - Terms will only appear for which the student was enrolled.
  - An Add/Drop would not be used to add course(s) if the student was not enrolled. Refer to Request for Registration After Census form.

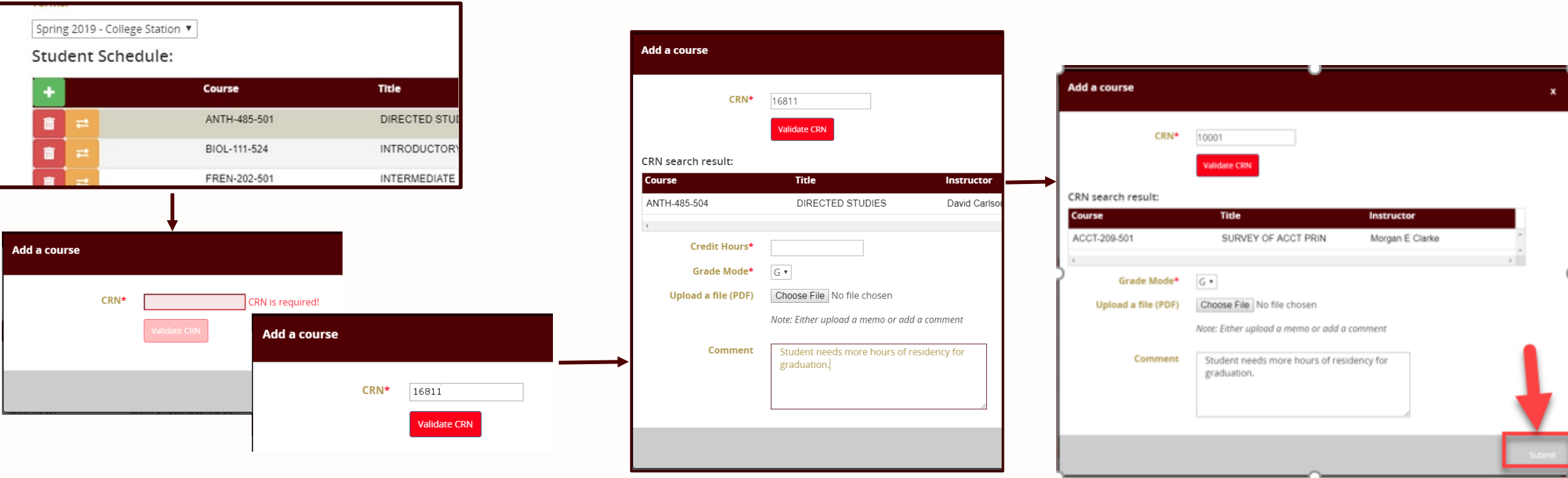


## Types of Course Change Requests Available:


- Add 
- Drop 
- Swap 
- Change Hours for Variable Credit Courses – Credit Hours Hyperlinked
- Grade Mode Changes – Grade Mode Hyperlinked



1. Select + to Add a course. The Add a Course “pop up” window will display requesting a CRN number.
2. Enter CRN and select ‘Validate CRN’. *If course is a NEW variable credit course, you will be prompted to specify the number of credit hours.*
3. Required: Either upload supporting documentation or enter detailed comments.
  - These are provided to the dean for review and a decision.
4. Once all of the required fields have completed, the requestor can then click on the Submit link.





1. Select the  Drop Course when needing to submit a request to drop a course after a drop deadline. The Drop a Course “pop up” window will display
2. Indicate the appropriate drop option from the following: Q-Drop, W-Drop or No Record Drop\*
3. The requestor has the option to upload a PDF file (e.g., memo) and/or to include a comment.
  - However the requestor must use at least one of these options.
4. Once all of the required fields have completed, the requestor can then click on the Submit link.

Drop a course - Upload justification documentx

**Course** ACCT-209-502

**CRN** 10002

**Drop Type\*** --Select--

**Upload a file (PDF)** --Select-- osen

memo or add a comment

**Comment**

Submit

Drop a course - Upload justification documentx

**Course** ACCT-209-502

**CRN** 10002

**Drop Type\*** No Record Drop

**Upload a file (PDF)** Choose File Example - N...op Memo.pdf

Note: Either upload a memo or add a comment

**Comment**

Please see attached memo.

Submit

**\*Drop Types should be selected in accordance with existing rules and regulations. Submitting an inappropriate drop type would result in a denied request and may require a new submission with an appropriate drop option.**

**Q-Drop Type** – Requests to process or correct a Q-drop after the deadline due to advisor error should use the Q-Drop option in the “Drop Type” drop down menu on the Drop a course pop-up window.


**W-Drop Type** – Requests for dropping a course after the Q-drop period has ended should use the W-Drop option in the “Drop Type” drop down menu on the Drop a course pop-up window for the semester in progress.

- In accordance with **Texas A&M Student Rule 1.20** ‘W’ drop requests should only be submitted if they meet the unusual or extenuating circumstances outlined in the student rule.
- Do not use this form to drop all of a student’s courses. Students would need to submit a withdrawal request online in Howdy.
  - *Late withdrawal requests would be submitted on the paper withdrawal form.*

**NR Drop Type** – No record drops are NOT intended to be used after the official census date except in extenuating circumstances where an administrative error has been detected and is necessary to correct the student’s enrollment record(s). A “NR” drop after the official census date for the term must be accompanied by a sufficient justification explaining the circumstances which justify the action and must be approved by the Registrar before processing. Lack of justification via an uploaded memo or comments would result in a denied request and may result in a new submission being submitted for additional consideration.



Requests that are dependent on both an Add and a Drop being processed simultaneously (changing course sections, Qdrop a class and late adding another course, etc) the SWAP option should be used.

1. Select  Swap a Course icon next to the course you wish to DROP and drop type requested. *The Swap a Course “pop up window” will display requesting the CRN of the course you need to ADD.*
2. Enter CRN and select ‘Validate CRN’.
3. Required: Either upload supporting documentation or enter detailed comments.
  - These are provided to the dean for review and a decision.
4. Once all of the required fields have completed, the requestor can then click on the Submit link.

The screenshots illustrate the process of submitting a swap request. The first window shows the form with a red error message: "CRN is required!". The second window shows the form with the CRN field filled with "26783". The third window shows the "CRN search result" table with the following data:

Course	Title	Instructor
MATH-140-503	MATH FOR BUSINESS AND S...	Kathryn Lynn Bollinger

Below the table, the "Grade Mode\*" is set to "G", and the "Upload a file (PDF)" section shows "Choose File" and "No file chosen". A note states: "Note: Either upload a memo or add a comment". The "Comment" field contains the text: "Student needed to change sections for personal reasons." The "Submit" button is highlighted in the final screenshot.



1. Variable credit options are identified if the credit hours listed for the course appear in **red** hyperlinked text.
2. Click on the number of credit hours hyperlinked. The pop-up window will require the New Credit Hours to be entered.
3. Required: Either upload supporting documentation or enter detailed comments.
  - These are provided to the dean for review and a decision.
4. Once all of the required fields have completed, the requestor can then click on the Submit link.

Course	Title	Credit Hours	Grade Mode
ANTH-485-501	DIRECTED STUDIES	<b>1</b>	G
BIOL-111-524	INTRODUCTORY BIOLOGY I	4	G

**Change Credit Hours**

**New Credit Hours\***

**Upload a file (PDF)**  No file chosen

*Note: Either upload a memo or add a comment*

**Comment**

**Change Credit Hours**

**New Credit Hours\***

**Upload a file (PDF)**  No file chosen

*Note: Either upload a memo or add a comment*

**Comment**

Student needs 4 hours of residency for graduation, not just 1.

1. When a course section is setup for multiple grade modes, the grade mode listed for the course will appear in **red** text.
2. The requestor will need to select the new grade mode from the drop down menu.
3. Required: Either upload supporting documentation or enter detailed comments.
  - These are provided to the dean for review and a decision.
4. Once all of the required fields have completed, the requestor can then click on the Submit link.

Course	Title	Credit Hours	Grade Mode
ANTH-485-501	DIRECTED STUDIES	1	G
BIOL-111-524	INTRODUCTORY BIOLOGY I	4	G

**Change Grade Mode** x

**Select Grade Mode\***

**Upload a file (PDF)**  No file selected.

*Note: Either upload a memo or add a comment*

**Comment**

**Change Grade Mode** x

**Select Grade Mode\***

**Upload a file (PDF)**  No file selected.

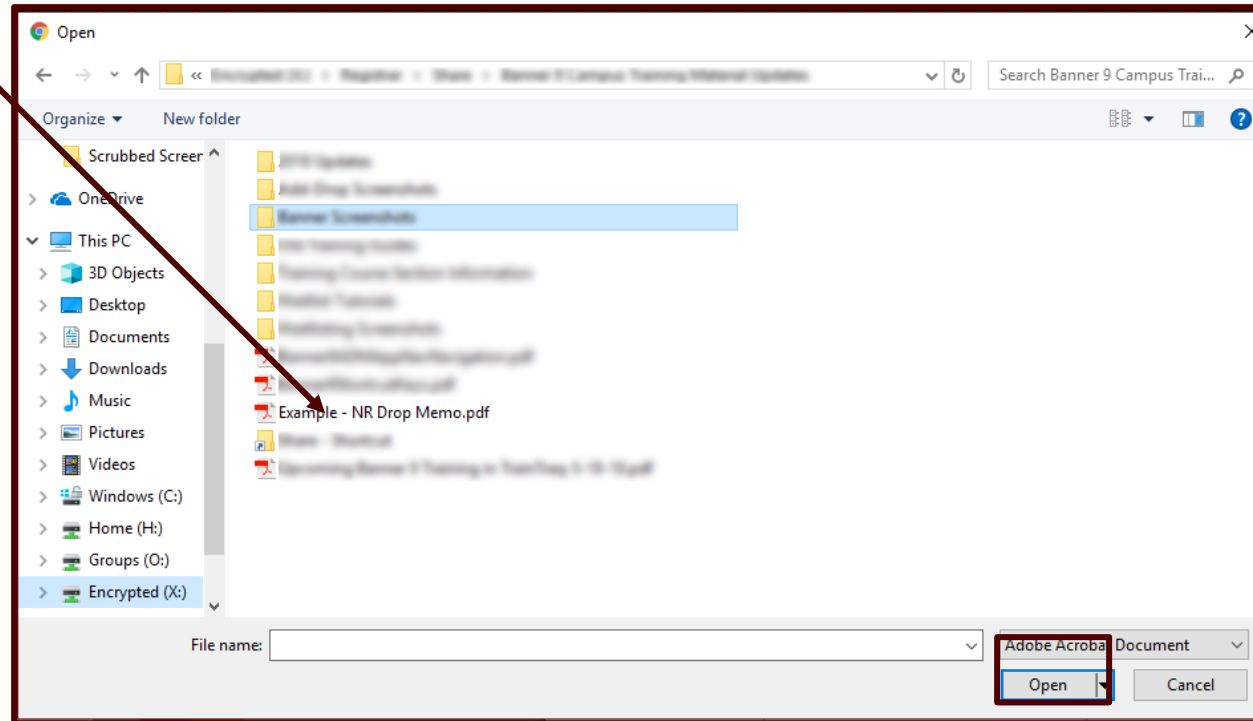
*Note: Either upload a memo or add a comment*

**Comment**

Student intended to take course P/F but did not make the adjustment during preregistration

## Uploading a File to the Course Change Request

- Select “Choose File” button, a file explorer pop up window will appear.
- The requestor will need to select the file for upload.
- Then click on the “Open” button.





1. A FINAL submission is required for requests to be routed to the Dean for approval.
2. A summary of "Submissions In Progress" will appear on the main Add/Drop Request page, in the PENDING queue
  - Requests which have not yet been submitted for Dean approval will have a "SUBMISSION IN PROGRESS" status.
  - The requestor will need to click on the red "Submit Request" button to submit any in progress course change requests.

Howdy

Add/Drop Request

STUDENT NAME: Maggie Aggie (2340005678) DEGREE CANDIDATE: N ATHLETE: N COLLEGE: LA INTERNATIONAL: N

Terms: Spring 2019 - College Station

Student Schedule:

	Course	Title	Credit Hours	Grade Mode	Instructor
+ [trash] [up/down]	ACCT-209-502	SURVEY OF ACCT PRIN	3	G	Mary Stasny
[trash] [up/down]	BIOL-111-524	INTRODUCTORY BIOLOGY I	4	G	Wei Wan
[trash] [up/down]	FREN-202-501	INTERMEDIATE FRENCH II	3	G	Ruth Larson
[trash] [up/down]	MATH-140-504	MATH FOR BUSINESS AND S...	3	G	
[trash] [up/down]	THAR-281-500	THEATRE HISTORY II	3	S	Anne Quackenbush Ammons

Status Filter: PENDING

Id	Status	Requested Value	Course	Title	Instructor	Requested By	Requested On	Com...	Supporting Docs
2...	SUBMISSION IN PROGR	SWAP: MATH-140-503	MATH-140-504	MATH FOR BUSINE...		Stephanie M...	02-JAN-2019	[red icon]	

Submit Request



When a request has been successfully submitted for Dean Approval:

- The Requestor should see a green alert box in the top right hand corner of the page indicating the particular request number was submitted successfully. *If multiple requests are submitted at one time, then there will be multiple alerts displayed.*
- The status will change to “Pending Dean.”

The screenshot shows the 'Add/Drop Request' interface. At the top right, a green alert box displays '206:submitted successfully'. Below this, the student's name is 'Maggie Aggie (2340005678)'. The 'Student Schedule' table lists several courses. At the bottom, a table shows a request with status 'PENDING DEAN' for a swap of MATH-140-503 and MATH-140-504. A 'Submit Request' button is located at the bottom right.

+	Course	Title	Credit Hours	Grade Mode	Instructor
🗑️ ↕️	ACCT-209-502	SURVEY OF ACCT PRIN	3	G	Mary Stasny
🗑️ ↕️	BIOL-111-524	INTRODUCTORY BIOLOGY I	4	G	Wei Wan
🗑️ ↕️	FREN-202-501	INTERMEDIATE FRENCH II	3	G	Ruth Larson
🗑️ ↕️	MATH-140-504	MATH FOR BUSINESS AND S...	3	G	
🗑️ ↕️	THAR-281-500	THEATRE HISTORY II	3	S	Anne Quackenbush Ammons

Id	Status	Requested Value	Course	Title	Instructor	Requested By	Requested On	Com...	Supporting Docs
2...	PENDING DEAN	SWAP: MATH-140-503	MATH-140-504	MATH FOR BUSINE...		Stephanie M...	02-JAN-2019	🗨️	



Email notifications will communicate with requestors and deans regarding requests submitted and decisions. Every dean approver for the college will receive the same notice and will need to determine if action is needed on their part.

Emails will contain:

Req ID – use for look-up

Student's level – UG, GR, etc.

Email notifications will be sent to requestors when:

- Request has been processed by Office of Registrar
- Request denied by Dean
- Request denied by Office of Registrar

Email notifications will be sent to Dean when:

- Request has been processed by Office of Registrar
- Request denied by Office of Registrar

---

**Subject:** ACTION REQUIRED – Add/Drop - GR



Action is required for online Add/Drop submission ID 206 - GR submitted by Stephanie Matlock.

To review, please go to the Dean Approvals link on the Add/Drop Form Approval portlet under the **Employee or Advising** tab in [Howdy](#).

**Student Services**

Office of the Registrar, Division of Enrollment & Academic Services | Texas A&M University

0100 TAMU | College Station, Texas 77843-0100

registrar.tamu.edu | [records@tamu.edu](mailto:records@tamu.edu) |

-----  
**TEXAS A&M UNIVERSITY** | FEARLESS on Every Front



1. Requestors can search and view the status of requests submitted for a student by entering the Request ID .
2. Type in a Request ID for assigned to the a particular request submitted in the search field.
3. Click on 'Submit.'
4. The filtered results will display under the 'Status Filter' drop down box as shown here.

Howdy

Add/Drop Request

UIN/TNumber/Req ID ⓘ :

81

Submit

STUDENT NAME: Maggie Aggie (2340005678)    DEGREE CANDIDATE: N    ATHLETE: N    COLLEGE: LA    INTERNATIONAL: N

Terms: Spring 2019 - College Station

**Student Schedule:**

Course	Title	Credit Hours	Grade Mode	Instructor
ANTH-485-501	DIRECTED STUDIES	1	G	Michael Alvard
BIOL-111-524	INTRODUCTORY BIOLOGY I	4	G	Brigitte Leboeuf
ENGL-285-534	DIRECTED STUDIES	1	G	Jennifer Wollock
FREN-202-501	INTERMEDIATE FRENCH II	3	G	Ruth Larson
MATH-140-504	MATH FOR BUSINESS AND SOC SCI	3	G	Kathryn Bollinger

Status Filter: COMPLETED

Id	Status	Requested Value	Course	Title	Instructor	Requested By	Requested On	Comment	Supporting Docs
81	APPROVED	No Record Drop	THAR-281-500	THEATRE HISTORY II	Anne Quackenbush Am...	Stephanie M...	01-Feb-2019		





Requestors can use the “Status Filter” drop down option to toggle between a list of Pending and Completed course change requests completed for the specific student in that particular term. Comments can be viewed by clicking on Icon in the Comments column.

Terms: Fall 2018 - College Station

Student Schedule:

Course	Title	Credit Hours	Grade Mode	Instructor
FREN-201-501	INTERMEDIATE FRENCH I	3	G	Jean Baptiste Charlot

Status Filter: PENDING

Id	Status	Requested Value	Course	Title	Instructor	Requested By	Requested On	Comment	Supporting Docs
209	PENDING DEAN	ADD: 33156	ANTH-285-500	DIRECTED STUDIES	Sheela Athreya	Stephanie M...	03-JAN-2019		
210	PENDING DEAN	ADD: 15996	ANTH-485-507	DIRECTED STUDIES	Kevin Crisman	Stephanie M...	03-JAN-2019		

Submit Request

Status Filter: PENDING

COMPLETED

Status Filter: COMPLETED

Status	Requested Value	Course	Title	Instructor	Requested By	Requested On	Comment	Supporting Docs
DENIED	ADD: 33156	ANTH-285-500	DIRECTED STUDIES	Sheela Athreya	Stephanie M...	03-JAN-2019		



New in August 2019 – Requestors can now view a summary of all submitted requests.

The screenshot displays the user interface for managing requests. At the top left, there is a navigation bar with a hamburger menu icon and the text "Howdy". Below this is a section titled "Add/Drop Request" containing a form for "UIN/TNumber/Req ID" with a "Submit" button. To the right of this form is a red arrow pointing to a link labeled "View My Submitted Requests".

Below the "Add/Drop Request" section is another "Howdy" navigation bar, followed by a section titled "Add/Drop Request Search". This section includes a search input field, a "Submit New Request" button circled in red, and a "Status Filter" dropdown menu. The dropdown menu is open, showing three options: "PENDING DEAN", "PENDING REGI", and "COMPLETED". A red arrow points to the "PENDING DEAN" option.

Below the search section is a table header with columns: "Id", "Student Name", "Le...", "DC", "INT", "ATH", "Requested Term", "Decision", "Requested Value", "College", "Course", "Requested By", and "Activity Date". The table content area is empty and displays the message "No PENDING SUBMISSION records available".



TEXAS A&M  
UNIVERSITY

Questions?