OSAS How-To Tutorial
Add/Drop Courses

Registering for Classes Through myUH

The most common way to register for classes is online though the myUH site. To register for classes online you will be adding or dropping a class.

1. Login to MyUH (See Related Links section)

![Login to MyUH](https://example.com/login)

2. Click on Registration (in left column under "Student Services").

![Registration in myUH](https://example.com/registration)
3. When you will see the following screen, click on Add/Drop a Class (under "Other Tasks")

Note: It is important to be aware of academic deadlines (i.e. Last Day to Withdraw, etc.). Also, once the fall or spring term begins, you will no longer be able to drop your last class at your home institution online.

4. You may be prompted to select the term that you wish to make changes in.
   a. Click on the pull down box next to "Select a Term."
   b. You will see a number of terms (e.g. "Fall 2012"). Highlight one and select it.
   c. Click on "Submit".

You will see the Add/Drop My Classes screen.
To Add a Class

1. **Use the Add Classes Worksheet.** You will need to have the CRNs (course reference numbers) for each course you would like to register for to complete this worksheet.

2. **You will see the following screen.** Click on the drop down menu under "Institution" and select the appropriate institution (i.e., University of Hawaii at Manoa).
3. Input the CRN for the course under the CRN column.

4. Repeat steps 6 and 7 for each course you wish to add. When you are done, click on "Submit Changes" (on the bottom of the screen).

You will see the changes reflected under "Current Schedule".

The items under "Current Schedule" are the classes you are currently registered for. Under your current schedule you will find the following information for each course - institution, CRN, course, subject, section, level, credit, grade, mode, title, and status. Also, the following items are listed - total credit hours, billing hours, minimum hours and maximum hours.
To drop a class, you will need to do the following:

1. Click on the drop down menu under "Action" (under Current Schedule), next to the class you wish to drop, then Select & highlight one of the drop options.

2. Click on "Submit Changes" (on the bottom of the screen) to drop the selected class

After clicking on Submit Changes, you will see the changes reflected under "Current Schedule." If you have successfully dropped the class, it will no longer show up. After the "erase" period, the class will display with a status of withdrawn.