



## Frequently Asked Questions

### Adds/Drops

How do I add classes on WebAdvisor with an Authorization code?

- Adding a Class in WebAdvisor with an Authorization Code:
  1. Log into WebAdvisor
  2. Select the "Students" box on the right
  3. Under Registration, click "Register and Drop Classes"
  4. Click on "Express Registration"
  5. Enter the 5-digit Section Number of the course(s) and select the appropriate term
  6. Click "SUBMIT"
  7. Select "Register" in the drop down menu next to the course(s)
  8. Enter your 4-digit authorization code in box on the right
  9. Click "SUBMIT"
  10. Your registration results will be displayed
  11. Return to the Students Menu and click "My Class Schedule" to verify that you are registered into the course(s).

What is the procedure for dropping a class?

- Submit your drop request on WebAdvisor or complete a drop card in the Admissions Office.

### Repeats/Incompletes

How many times am I allowed to repeat a course?

- Students are limited to a maximum of 3 attempts per course including W's and substandard grades (D, F, NP); Military Withdrawals (MW) do not count as attempts.

How can I get an incomplete in a class?

- A grade of incomplete may be granted for a course(s) if you have an unforeseeable emergency that prevents you from taking the final examination or completing the class. If this is the case, discuss your situation with your instructor.