How to Add Students to Your Class

To add a student to your course,log into MyInfo using your NetID and password (the same credentials you use to login to your office/work computer). Once you've successfully logged in, select the Faculty Services Tab followed by clicking the "Section Add Approval" link.

The Section Add Approval will show you only the courses you're assigned to as instructor, the number of available seats, the number of requests you have submitted that haven't been processed (Open Adds), number of students on a waitlist and number of seats available on waitlist. Please note, not all sections utilize the waitlist option. Talk to your departmental administrator or call the Office of the Registrar for more information on the banner waitlist features.

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To add students to a class, select the add button. You will then be prompted to select which override you're approving to add the student to the class. Remember, if no overrides are needed, the student may add themselves to your course via MyInfo.

| Personal Information | Student Services | Financial Aid | Faculty Services | Advising Services | Employee Services | Communications | Registrar Services | MyApps | Notifications |

Online Add Class Form

Course-Section	Type	Co-Req	Queue	Name	Term	Avail Seats	Open Adds	Wait List	Open Waits	
LRES531-801	Lecture	None	Hide	Applied Watershed Hydrology	Full Semester	0	0	0	0	Waitlist
LRES575-826	Independe...	Add Pending	Hide	Prof Paper & Project	Full Semester	5	1	0	0	Add
				Melissa Rothbauer						
		Add Cancelled		Melissa Rothbauer						

Select the correct override needed to add the student to your course and select "process." You can select "cancel" if a mistake is made. You must indicate all over-rides you are approving. We do not want to inadvertently override a pre-requisite if your intent was to only authorize an add between the 5th and 10th day of class.

- **Instructor Consent** is required for ANY add after the 5th day of class and/or if set as a condition for the course.
- **Override Prereq**- Indicates your approval to allow the student to take your class although they've not completed the required pre-requisite.
- **Override Department Restriction**- Indicates your approval to allow a student who is not in your department to take a course reserved for only students currently in your department or college.
- **Override Major Restriction**- Indicates your approval to allow a student who is not in a specified major to take a course reserved for students in a specific major.
- **Override Time Conflict**- Indicates your approval to allow the student to register for your class when they have a known time conflict, which means they might always be late or always be early leaving from your class.

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Online Add Class Form

Course-Section	Type	Co-Req	Queue	Name	Term	Avail Seats	Open Adds	
CHMY121IN-001	Lecture	Lab Recitation	Show	Intro to General Chemistry	Full Semester	26	3	Add
CHMY121IN-002	Lab	Lecture Recitation	Show	Intro to General Chemistry				Section Full
REG200-001	Lecture		Show	In Absentia				Add

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Student ▢ G-0000000

Instructor Consent ☐
Override Prereq ☐
Override Dept Restriction ☐
Override Major Restriction ☐
Override Time Conflict ☐

[Process]   [Cancel]

MyInfo will confirm your request and double check that you want to proceed before adding the student to your class:

How to Add Students to Your Class

Once you've submitted the request, it will be routed to the Registrar's Office queue for processing. When the request has been successfully processed by the Registrar's Office, you and the student will receive a confirmation email. Example:

Student Example:

How to Add Students to Your Class

Instructor Example:

Course Added

R Registrar@bmail.msu.montana.edu
To Gresswell, Kandi

Melissa Rothbauer has been added to LRES 575 Section 826 for 202130
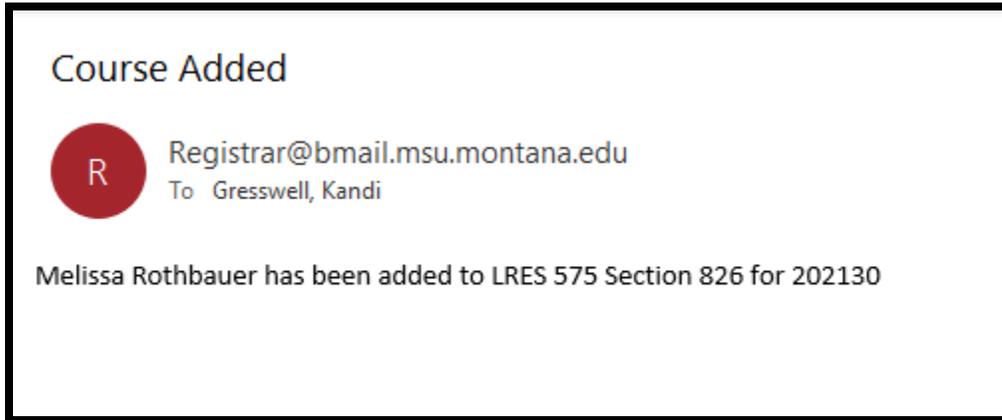
What Happens When A Student Requests A Drop?

When a student initiates a drop request with an advisor to be dropped from your class, you will receive a notification prompting you to reply with the student's last date of attendance which is federally mandated. The timing of this notification allows you to intercept the student (see details below). If you have no objections to the student dropping the class, please reply to registrar@montana.edu with the student's last date of attendance.

Example notification of drop request:

Late Student Drop for STAT 216Q Section 804

R Registrar@bmail.msu.montana.edu
To Gresswell, Kandi

↩ Reply ↩ Reply All → Forward ···

Wed 2/24/2021 1:43 PM

Dear Jing Zhang,
Martin Skaug(1490) is dropping STAT 216Q Section 804. This course will be processed with a �W.�

Federal policy requires we obtain the student's last date of attendance from the instructor. Please forward this email (or send another that includes with the student's name, last 4 of their GID, your course) with the student's last date of attendance to registrar@montana.edu.

Please note, you will not be able to submit any grades at the end of the term without submitting the last date of attendance for all students who withdrew from your class. Please let us know if you have questions!

How Do I Place a "Hold" on a Drop Request?

You might run into a situation as an instructor where you'd like to ask the Registrar's Office to hold off on processing the students drop request. Two examples that come to mind:

1. In an instance of academic dishonesty, you do not want the student to be able to drop the class as the student conduct code allows you to grade the student accordantly

How to Add Students to Your Class

2. In an instance where the student didn't do well on the first exam and perhaps panicked- and you would like to discuss their opportunities for success before they withdraw.

On the Faculty Services tab, you'll be able to see students who have open drop requests submitted to drop your class. You can access this information by clicking "Show" next to your course.

Personal Information Student Services Financial Aid **Faculty Services** Advising Services Employee Services Communications Registrar Services MyApps Notification

Online Add Class Form

Course-Section	Type	Co-Req	Queue	Name	Term	Avail Seats	Open Adds	
CHMY121IN-001	Lecture	Lab Recitation	Show	Intro to General Chemistry	Full Semester	26	3	Add
CHMY121IN-002	Lab	Lecture Recitation	Show	Intro to General Chemistry	Full Semester	0	0	Section Full
REG200-001	Lecture		Hide	In Absentia	Full Semester	11	2	Add
	Open Drops							
		Jessi Cannaday	Place Hold On Request					
	Add Pending							
		Mckelvey Davidson						
		Daren Waldner						

By clicking "Place Hold on Request," an email will be sent to the Registrar's Office alerting us that we need to contact you and the student's advisor to discuss the situation. We'll work collaboratively from there to process the request accordingly.

How to Add Students to Your Class

How Do 0% Instructors Opt Out of Email Notifications?

Individuals can be assigned as 0% instructor to courses to assist faculty in managing enrollment. Once an individual is assigned as an instructor, they'll be able to submit add requests and will be included in all add and drop notifications associated with the class. As a reminder, the University is required to report last date of attendance for federal financial aid. Therefore, the primary instructor must respond to drop notifications associated with their courses so that we can record the student's last date of attendance in banner. Given this, we do not recommend that faculty responsible for teaching the course opt out of email notifications.

However, if 0% faculty members do not want or need these notifications, they can opt out of receiving them. At any time, they can opt back in to receiving notifications should their role or responsibilities change. To access this function, click on the Faculty Services Tab followed by Late Add/Drop Notification Opt Out in MyInfo. You can then select which courses you'd like to receive notifications for and which courses you'd like to opt out of receiving notifications.

Personal Information	Student Services	Financial Aid	Faculty Services	Advising Services	Employee Services

Late Add/Drop Notification Opt Out

Course Section	Opted Out
ACT104 001	Yes ○ No ●
ACT104 003	Yes ● No ○
ACT104 005	Yes ● No ○
ACT104 007	Yes ○ No ●