HOW TO VIEW YOUR SCHEDULE:

Step 1: Log on to My Stetson. If you had trouble getting in, please contact Information Technology (it@law.stetson.edu).
Step 2: Go to My Academics and then go to the tab that is entitled “Registration.”
Step 3: Select “Stetson Student Schedule,” then click on the drop down arrow, then select the term you want, and then click on the “Submit Button.” (This will show you the courses you are registered for and what number you are on a wait list)
Step 4: You should now print your schedule out so you have it in front of you when you start to drop/add or add/remove yourself from a wait list.

HOW TO ADD/DROP A COURSE:

Step 1: If you are still in your Stetson Student Schedule screen, you click on the Add/Drop Classes button located at the bottom of the screen. If you are not in your Stetson Student Schedule, click on the Add or Drop Classes on the Registration menu.
Step 2: When you initially go in to add or drop a course, it will ask you for your Registration Personal Identification Number. Type in your number and click Submit. Note: This number was previously emailed to you. If you do not have your number, please contact the Registrar’s Office (registrar@law.stetson.edu).
Step 3: Your courses should be up on the screen. Under the Column Status you will see if you are in the course or on the wait list. At this time, you may make changes to your schedule if you wish.

To add a course – To add a course to your schedule click on the Class Search button located at the bottom of the Add/Drop Classes page. After hitting the Class Search button, a page called Look-Up Classes will come up. Click on Law Courses located in the Subject box, then click on the Advanced Search button to bring up the entire schedule. If you want to narrow your search, there are a number of fields you can select from on the Look-Up Classes page. The schedule should be up on your screen. Before you add a course, make sure the course does not have a wait list. If a course has a wait list, that course is not open. To see if a course has a wait list, look in the column labeled “WL Act” on the schedule in Banner. Once you have determined if a class is open, you may click on the boxes of the courses you want to add to your schedule. After clicking on the courses you want to add, go to the bottom of the screen and click on the Register button. If the add is successful, you will see under the Status column that you are Registered for that course. If the add is not successful, it will show you your Registration Errors (i.e. Time Conflict, Pre-Requisite, Wait List, Course Closed).

To drop a course – Under the Action column, click on the drop down arrow located next to the course you want to drop. It will bring up a list which includes None or Drop Via Web. Click on Drop Via Web and then go to the bottom of the page and click on the Submit Changes button. Your course should no longer appear on your schedule.

NOTE: You cannot add some courses yourself. The courses are: All Clinics, All Internships, ADR Board, Individual or Directed Research Projects, Law Review, Law Review Editor, Law Review Writing Credit, Moot Court Board, Mock Trial Board, Journal of Advocacy & the Law, Journal of International Aging Law & Policy, Journal of International Wildlife Law & Policy, Honors Colloquium, Jurisprudence Honors Seminar, and certain required courses. We will need to add these courses for you.

In addition, you are not able to add a course if there is a “C” before the course.

HOW TO ADD OR REMOVE YOURSELF FROM A WAIT LIST:

Step 1: If you are in the Stetson Student Schedule click Look-up Classes (located at the bottom of page), then click on the drop down arrow to select the term you want, and then click Submit. If you are not in the Stetson Student Schedule on the Registration Menu click Look-up Classes then click on the drop down arrow to select the term you want, and then click Submit.
Step 2: In the subject box, click Law Courses, scroll down, and then click Advanced Search. The course schedule should now be on your screen.
Step 3: If a course does not have a box next to it, that means the course is closed. As you can see there are 4 columns of numbers. The first column (Cap) is the max size of the course, the second column (Act) is the enrollment in the course, the third column (Rem) is the remaining seats in the course, and the fourth column (WL Act) is how many students are on a wait list. **Suggestion:** I would write down the CRNs of the courses you want to wait list.

Step 4: To add your name to a wait list, click on Add to Worksheet (located at the bottom of the Look-up Classes screen). You should now be back to the Add or Drop Courses Screen. **Note:** You are able to add your name to wait list even if it conflicts with a course you are already registered for or on a wait list for or it conflicts with another course you are wait listed for.

Step 5: In the Add Classes Worksheet section, type in the CRNs of the courses you want to add to wait list and then click submit changes.

Step 6: You will now see the words Registration Add Errors. See example below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSED- 001</td>
<td>Waitlist-Law</td>
<td>1101</td>
<td>LAW</td>
<td>3334</td>
<td>01</td>
<td>Law</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>EMPLOYMENT LAW</td>
</tr>
<tr>
<td>WAITLISTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPEN - 005</td>
<td>Waitlist-Law</td>
<td>1108</td>
<td>LAW</td>
<td>3090</td>
<td>01</td>
<td>Law</td>
<td>2.000</td>
<td>Standard Letter</td>
<td>ADVANCED LEGAL RESEARCH</td>
</tr>
<tr>
<td>WAITLISTED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explanation of Status:** Closed-001 Waitlisted (the 001 indicates how many students are on the wait list excluding you) means the course has no remaining seats available and at this time we can not offer a spot to anyone on the wait list. Open-005 Waitlisted (the 005 indicates how many students are on the wait list excluding you) means the course has remaining seats available and we will be contacting students on the wait list to offer them a seat.

Step 7: **You are not on the wait list yet. If you want to be placed on the wait list for a course, you must click the Submit Changes button again.** If you do not want to be placed on the wait list for a course, click the down arrow in the Action column and select None and then click the Submit Changes button.

Step 8: To see what number you are a wait list, you need to go back to the Stetson Student Schedule. Click the Stetson Student Schedule button located at the bottom of the Add or Drop Classes page. The wait list number will change as students come up on wait lists or add to a wait lists.

**To remove yourself from a wait list, just follow the same instructions on how to drop a course.**

**NOTE:** If you **come up on a wait list**, we will email you and give you a certain amount of time to respond to us.

You are not able to add to your schedule a course you are wait listed for yourself, the Registrar’s Office will have to do that for you.