

# HOW DO I ADD/DROP A COURSE?

Click add or drop classes

UWI School of Business and Applied Studies Limited  
ROYTEC  
Online Student Administration System

Personal Information **Student**

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## Registration

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RELEASE: 8.3

Click the drop down box under the title "Action" then click drop

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Dec 14, 2010	None	20018	ENGL	0101	001	Associate Degree	3.000	Standard Letter English Usage
**Web Registered** on Dec 14, 2010	None	20135	ACCT	0104	003	Associate Degree	3.000	Standard Letter Intro to Financial Accounting

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Dec 14, 2010 02:05 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Prerequisite and Test Score error 20031 ECON 0201 003 Associate Degree 3.000 Standard Letter Macro Economics							

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

Once you have selected to drop a course, click the submit changes button on the bottom left of the screen to apply the changes.

**WHEN DROPPING MATH 0101 or MATH 0102 YOU MUST ALSO DROP THE TUTORIAL.**