Procedure

How to Drop or Add a Course, or Change Sections/Credit

During the First 10 Days of Classes - use Enterprise/Self-Service

Students can modify their schedule on Enterprise/Self-Service system during the first ten days of classes.

1. Students should take the schedule selected in consultation with their departmental adviser. If students wish to make substantial changes, particularly in technical courses, they should consult their adviser again.
2. Students must be registered for at least 12 hours, except in their final semester. This ensures that students have full-time status. Dropping below 12 hours requires the approval of a dean in 206 Engineering Hall. For more details on underload and overload policy, see here.
3. Credit overloads above 18 hours must be approved by a dean in the Undergraduate Programs Office (206 Engineering Hall). Enrolling in extra courses with the intention of dropping some later is strongly discouraged. Drop requests under these circumstances may be denied after the tenth day of classes. Overload requests for this purpose will not be approved.

After the 10th Day of Classes - use the Add-Drop Portal

After the 10th day of classes and up to the campus drop deadline, all College of Engineering students have an Advising Hold on their account. The hold prevents students from dropping courses restricted by the college or department, and from changing sections without first being advised. See the College Drop Policy.

After the 10th day of classes access the Add-Drop Portal to request an add, drop, section change, or credit change approval.

After the Campus Drop Deadline - visit 206 Eng Hall

After the campus drop deadline, all College of Engineering students must visit 206 Engineering Hall to request any change on their schedule, and discuss their situation.

If you have any questions about the Drop Policy or the Add-Drop portal, contact 206 Engineering Hall (engineering@illinois.edu or 217/333-2280).