

# How to Add a Course via Wish List and Drop a Course

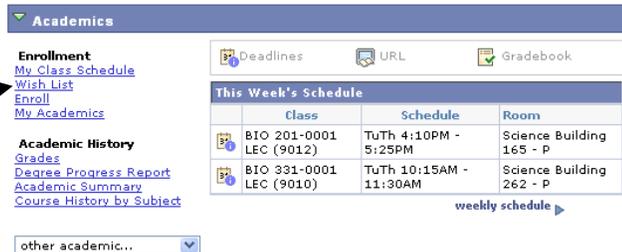
## ADDING A COURSE

### Step 1:

Sign into MaineStreet.

### Step 2:

In your Student Center, click on the Wish List hyperlink to the left of your schedule:



### Step 3:

Choose the semester, if prompted. Then click Search to find classes to add to your Wish List.

On the **Search for Classes** page, 2 fields **MUST** be filled in to complete a search.

You can enter any 2 of the following:

- **Course Subject** (ie. BIO for biology, MAT for math, etc.). If you do not know the code, click the **Select Subject** button.
- **Course Number** (ie. 100, 120)
- **Course Career** (Undergraduate, Graduate)
- **Course Title Keyword** (ie. Statistics)
- Or any other search fields

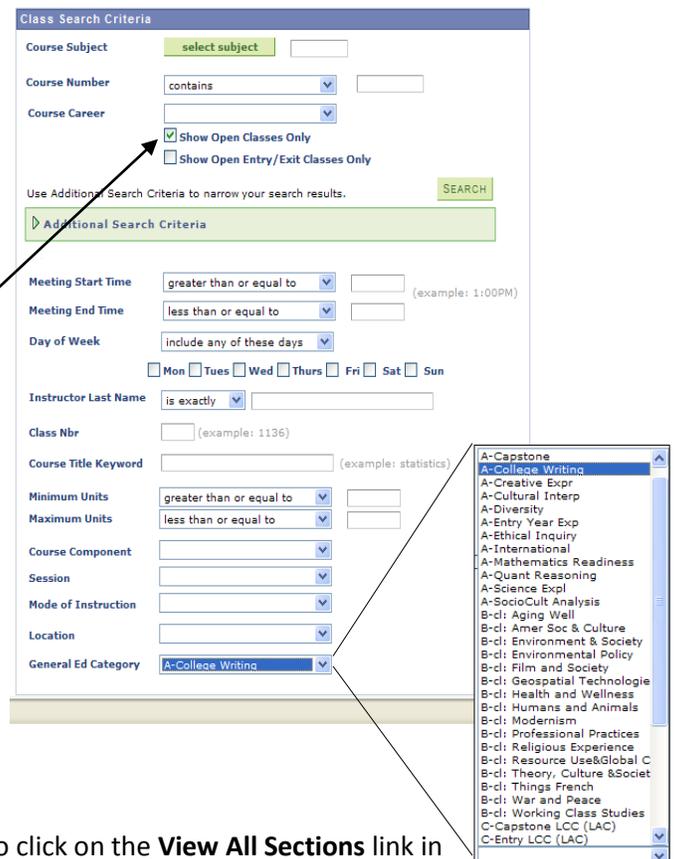
\*To see all open and closed class sections uncheck the box next to "show open classes only."

After 2+ fields are entered click **Search**.

To search for **General Ed (Core)** classes use the options in the drop down menu that begin with **A**. To search for clusters choose options beginning with **B-cl**.

On the **Class Search Results** page, you will see a list of all the class sections that meet your criteria. To view details about a specific class section (ie. prerequisites, day/time/location, etc.) click the **Section** hyperlink.

If there are several sections of a course available, you may need to click on the **View All Sections** link in the blue banner beneath the class name.



### Step 4:

Once you find a class you would like to take, click on the green **Select** button and it will be added to your Wish List.

**Step 5:** Once you have a course in your Wish List that you want to enroll in (instructions on another handout), and which you have already validated, you'll simply put a check in the "Select" box and then click on "Enroll". In this case, we are enrolling in HTY 103:

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	HTY 103-0500 (42356)	TuTh 9:30AM - 10:45AM	Bennett Hall 140	E. Martin	3.00	<span style="color: green;">●</span>

for selected:

**Step 6:** The final step is to click "Finish Enrolling":

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
HTY 103-0500 (42356)	United States History I (Lecture)	TuTh 9:30AM - 10:45AM	Bennett Hall 140	E. Martin	3.00	<span style="color: green;">●</span>

At this point, you should now see "Success" and you are enrolled in that course:

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
HTY 103	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✓</span>

If you don't see "Success", then you need to look to see what prerequisite you are missing.

## DROPPING A COURSE

Please keep in mind, dropping a class using the method discussed below is only possible during the registration period up through the end of the second week of the semester where you are taking that course.

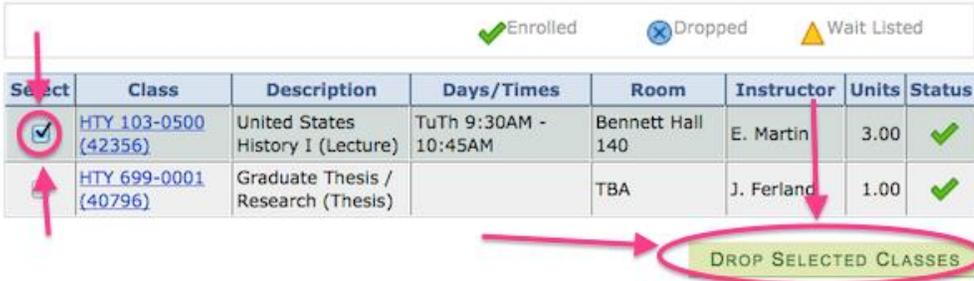
**Step 1:** Access the drop function from your Wish List, your Class Schedule, or the Search For Classes button. At the top of the screen you'll see these options:

[my class schedule](#) | [search for classes](#) | [browse course catalog](#)

**Step 2:** Click on the “Enroll” tab. Then, click on “Drop” from the list under “Enroll”:



**Step 3:** What you’ll see now is a list of classes that you are currently enrolled in. Click the “Select Box” of the course you want to drop and then click “Drop Selected Classes”:



**Step 4:** Verify that this is indeed the class you want to drop and then click “Finish Dropping”:



You should get the “Success” message, showing that you removed the course from your schedule:



If you do not, please look for any errors indicated and try again, or contact your academic advisor.