Dear Student,

We have good news! MCLA will have an Early Add/Drop period for returning students and transfer students.

Early Add/Drop
The Early Add/Drop period begins today and ends on Tuesday, September 1. Please discuss any plans to change your schedule during Early Add/Drop with your Department Chair or CSSE Advisor.

Dropping a Course
During Early Add/Drop, you can **drop** a course by contacting your Department Chair (or CSSE advisor if you have an undeclared major), discussing your plans, and obtaining a PIN. The PIN allows you to drop a course from your schedule in Banner. See instructions here.

Adding a Course
You can **add** a course during Early Add/Drop by filling out and submitting this Early Add Form, which will be sent electronically to your Department Chair or CSSE advisor for approval. After your Add Form is approved by your Department Chair or CSSE advisor, the Registrar's office will add you to the class if there is available space. Here's a video on how to fill out the Add Form.

Here is some additional information about the Early Add/Drop Process

Regular Add/Drop
Regular Add/Drop will begin on September 2 and end on September 10. The process is similar to Early Add/Drop except that you should contact your advisor to discuss your plans and obtain your pin, not your Department Chair. The Add Form for regular add drop will be found on the portal and on the Registrar's webpage beginning September 2.

Schedule/Classroom Delivery Methods
If you are unsure of how to access your course schedule, then click here for step-by-step instructions.

This fall, courses will be delivered in a few different formats, which are explained here.

Here is a video showing an example of a schedule and some guidance on how to read your schedule.

As you consider adding and dropping classes, please keep in mind that if you drop below full-time status (less than 12 credits), your financial aid award may be affected. In addition, if you are an on-campus resident and your schedule changes **from** fully in-person or blended **to** fully remote, you must communicate this to Residential Programs and Services in order to be released from your residency requirement. (413.662.5249 or reslife@mcla.edu).

Please contact the Registrar's Office with any questions 413.662.5216 or registrar@mcla.edu.

We look forward to seeing you soon!

Office of the Registrar & Student Records