

Changing Your Schedule In Trailhead

You can change your schedule as much as you want before the end of Census day each term. Census day for the fall 2020 semester is Wednesday, September 9.

Before you make changes, you first need to know a few things:

- Which course(s) you need to add or drop and which courses you absolutely need to keep on your schedule. Make sure to ask your advisor if you are unsure.
- What your current schedule is for the term you want to change. This means: know when you have free time, know when your currently registered courses are happening, etc. You can print a detailed schedule from Trailhead.
 - To find your schedule in Trailhead, go to Self Service → Student → Registration and select either Student Detail Schedule or Week at a Glance.
- The number of open seats or waitlist seats in the courses you need to move. You can see this in Trailhead by going to Self Service → Student → Registration → Lookup Courses (follow the prompts to find the course).

To Look Up Course Information

- Go to Self Service → Student → Registration → Lookup Courses (follow the prompts to find the course).
- Select the department and course name, then you will see all the possible sections of that course. The column second from the left hand side of the screen shows the CRN. This is a unique number identifier for each section.
- Make sure there are open seats in the course you want to add, and that the time does not conflict with any of your other courses, then write down the CRN for the course you want to add.
 - Note that recitations, studios, and labs have separate CRNs from their respective lectures. If you are adding a course that requires any of these, you will need to add the recitation, studio, or lab at the same time as the lecture.
- Be sure to check the waitlist actual and capacity information. Sometimes if there is one seat left in a class and there are students on the waitlist, the open seat is actually for someone on the waitlist.
- **Course Modality** is found by clicking on the CRN and looking under “Type” (*not* instructional method). Typically, yet not always, an “NR” location indicates online/remote and a room indicates in-person or hybrid.

To Add A Class

- Identify at least one or multiple sections of the course you can potentially add to your schedule. Once you know which sections are possible, make sure you write down the CRN. You can find the CRN on the Look Up Classes menu (see above).
- From here, there are two ways to add a class.
 - In the Look Up Courses menu:
 - If the class has open seats, there should be an open check box on the left hand side.
 - Check the box of the course you wish to add.
 - Then click submit at the bottom of the page.
 - Make sure you read the message on the next screen as it will tell you if you are registered or if there was an error.
 - OR you can use the Add/Drop menu.
 - This is what you need to use if you wish to drop a class and add a class at the same time.
 - In the Add/Drop menu, you will see the courses you are currently registered in. Next to each course is a drop down menu. For the course you wish to drop, click the drop down and select “drop”.
 - Double check you are dropping the correct class! Once you drop a class you cannot undo this, you can only go back and re-register for the same class if there is still an

open seat.

- Below this section you should see “Add Classes Worksheet” with a number of open boxes under “CRNs”. Type in the CRN of the course you wish to add in the first box.
- Click Submit Changes
 - By clicking submit, Trailhead will drop the course you selected and add the course you selected at the same time.
 - Make sure you look at the next screen and read the message next to the class. It will tell you if you successfully registered or if there was an error.
- Go to the detailed schedule page in Trailhead and double check your schedule is correct.

Errors

- If you received an error registering for a course, it’s likely due to one of the following:
 - Prerequisite/test score error
 - Time conflict
 - Closed or Closed-Waitlisted###
- The specific error will be displayed (i.e. one CRN conflicts with another CRN). If the course is closed and you’re offered a spot on the waitlist, you’ll see what number you would be on the waitlist (i.e. spot 4 of 5). If you want to add yourself to the waitlist, select “Waitlist on the Web” and Submit. You’ll receive an email if a seat opens for you and you must add the course within 24 hours of email receipt. Check your Mines email address twice daily if you’re on a waitlist.

To Drop A Class

If you only need to drop a class, simply go to the Add/Drop menu.

- In the Add/Drop menu, you will see the courses you are currently registered in. Next to each course is a drop down menu. For the course you wish to drop, click the drop down and select “drop”.
 - Double check you are dropping the correct class! Once you drop a class you cannot undo this, you can only go back and re-register for the same class if there is still an open seat.
- Click Submit Changes.
- Go to the detailed schedule page in Trailhead and double check your schedule is correct.

Other Important Information

- You cannot register for two sections of the same class. Therefore, if you are trying to switch from one section to another, it is best if you drop the section you don’t want first. Then, add the section you prefer.
- It is never a good idea to waitlist yourself for a class that you must have and if there are open seats in another section. Even if the time is not ideal, register for it. You can then switch to a different section if a spot opens up. If you waitlist yourself you are not guaranteed to get in to the class.
- If there are no open seats in a class you must have, check Trailhead constantly – if any open spots come up, register ASAP. Open seats are first come first serve.
- Catalog
 - Always use the Catalog to double check which classes you need to graduate. The Catalog is the official catalog from the university that certifies your graduation requirements.
 - <https://catalog.mines.edu/undergraduate/programs/>
 - Flowcharts are developed by departments and should be used in conjunction with the Catalog.