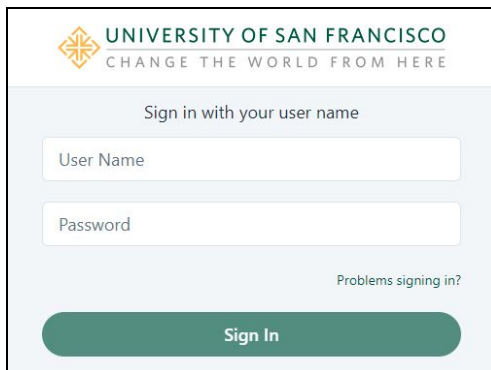# How to Add and Drop Classes on myUSF
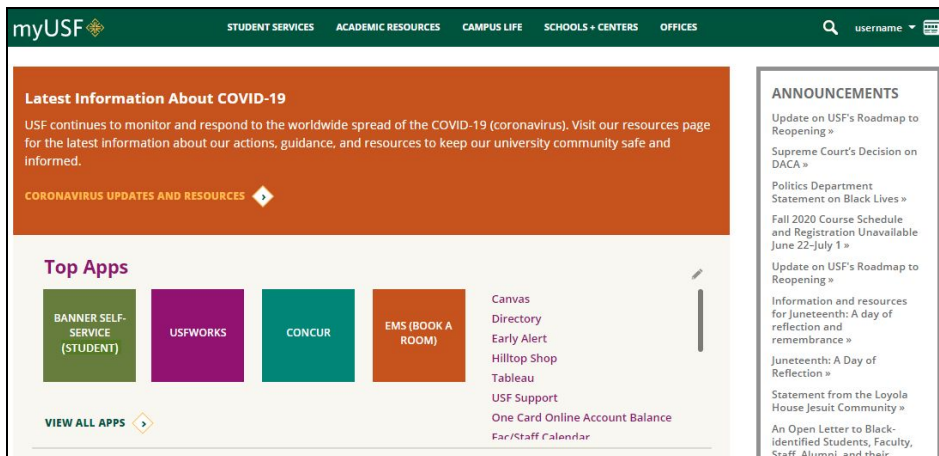
There are two ways to register for classes. We will start with the first one which is to **Look up and Register for Classes**.

Log into **myUSF**

Select **Banner Self-Service (Student)**

Select **Registration**

UNIVERSITY OF SAN FRANCISCO

Personal Information | **Student** | Financial Aid

RETURN TO MENU   SITE MAP   HELP   EXIT

Student

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Account
View your account summaries, statement/payment history and tax information

Preferred First Name Option
Add/Change/Delete preferred first name.

Teaching Effectiveness Survey

RELEASE: 8.8.4.1USF

Select **Look Up and Register for Classes**

UNIVERSITY OF SAN FRANCISCO

Personal Information | **Student** | Financial Aid

RETURN TO MENU   SITE MAP   HELP   EXIT

Registration

Select Term
Look Up and Register for Classes
Drop and Add Classes
Change Class Options
Student Schedule
Detailed Schedule
Registration Status & Advisor Information
View Holds
Buy Textbooks Online

RELEASE: 8.8.4.1USF

Select the Appropriate **Term** and **Submit**

UNIVERSITY OF SAN FRANCISCO

Personal Information | **Student** | Financial Aid

RETURN TO MENU   SITE MAP   HELP   EXIT
Student Name
Jun 26, 2020 11:07 am

Select Term or Date Range

Search by Term:
None

Submit   Reset

RELEASE: 8.7.1.2

All your search options will be displayed. You can search for a class using the selection options. The revised Schedule of Classes now includes **Instructional Method.**

Once you have selected your options, scroll down to the bottom and Select **Course Search**.

All your options will be displayed. Select your course, scroll to the button and select **Register**. If you see a C by a course, this means the course is closed.

Rhetoric and Composition

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	42964	RHET	103	01	M	4.000	Public Speaking	MWF	01:00 pm-02:05 pm	21	21	0	0	0	0	0	0	0
☐	40345	RHET	103	02	M	4.000	Public Speaking	TR	12:45 pm-02:30 pm	21	20	1	0	0	0	0	0	0
☐	40347	RHET	103	04	M	4.000	Public Speaking	MW	06:30 pm-08:15 pm	21	19	2	0	0	0	0	0	0
C	40349	RHET	103	06	M	4.000	Public Speaking	MWF	03:30 pm-04:35 pm	21	21	0	0	0	0	0	0	0

If you already know the Course Registration Number (or CRN), another way to register for your classes is by **Drop and Add Classes.**

Select the Appropriate **Term (Fall 2020)**, select **Submit**

Enter your **CRN(s)**, select **Submit Changes**.

All your registered classes will be displayed. To drop a class, use the options available in the Action Pull Down List. Select **Dropped Web**. Make sure to select **Submit Changes** at the

bottom or your changes won't be made. Select **Return to Menu**, followed by **Detailed Schedule** to review your changes to make sure they are correct.

RETURN TO MENU SITE MAP HELP EXIT

Drop and Add Classes

Student Name
Term Selected
Jun 26, 2020 04:35 pm

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
Registered Web on Nov 12, 2018	None	20927	CHEM	341	01	Undergraduate	4.000	Pass/Fail (I Grad
Registered Web on Nov 12, 2018	None / Dropped Web	20971	CS	110	01	Undergraduate	4.000	Standard Letter
Registered Web on Nov 14, 2018		22196	POLS	390	01	Undergraduate	4.000	Standard Letter
Wait Listed on Nov 30, 2018	None	21683	THRS	315	01	Undergraduate	0.000	Standard Letter

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 30, 2018 01:58 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Class Search   Reset

[View Holds | Change Class Options]