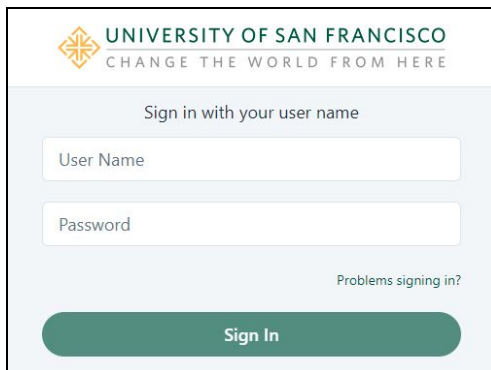


# How to Add and Drop Classes on myUSF

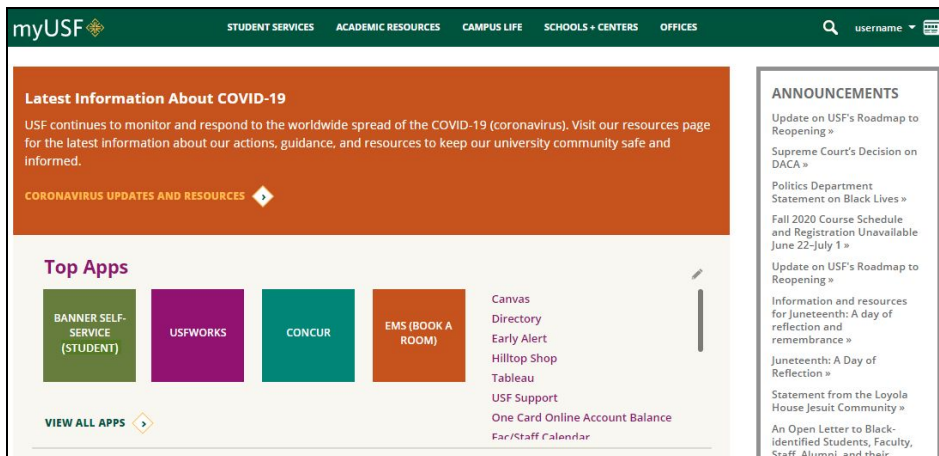
There are two ways to register for classes. We will start with the first one which is to **Look up and Register for Classes**.

## Log into myUSF



The login form for myUSF features the University of San Francisco logo at the top left, with the tagline "CHANGE THE WORLD FROM HERE". Below the logo, the text "Sign in with your user name" is displayed. There are two input fields: "User Name" and "Password". A link "Problems signing in?" is located below the password field. A green "Sign In" button is positioned at the bottom of the form.

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



The dashboard for myUSF Banner Self-Service (Student) has a dark green header with the myUSF logo and navigation links: STUDENT SERVICES, ACADEMIC RESOURCES, CAMPUS LIFE, SCHOOLS + CENTERS, and OFFICES. A search bar and user profile icon are on the right. The main content area is divided into three sections: 1) "Latest Information About COVID-19" with a brief update and a link to "CORONAVIRUS UPDATES AND RESOURCES". 2) "Top Apps" featuring four colored buttons: BANNER SELF-SERVICE (STUDENT) in green, USFWORKS in purple, CONCUR in teal, and EMS (BOOK A ROOM) in orange. Below these are links for Canvas, Directory, Early Alert, Hilltop Shop, Tableau, USF Support, One Card Online Account Balance, and Faculty/Staff Calendar. 3) "ANNOUNCEMENTS" on the right, listing several news items with right-pointing arrows.

## Select **Registration**

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RETURN TO MENU SITE MAP HELP EXIT

## Student

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**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](#)

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RELEASE: 8.8.4.1USF

### Select Look Up and Register for Classes

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RETURN TO MENU SITE MAP HELP EXIT

## Registration

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[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](#)

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RELEASE: 8.8.4.1USF

### Select the Appropriate Term and Submit

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RETURN TO MENU SITE MAP HELP EXIT

## Select Term or Date Range

Student Name  
Jun 26, 2020 11:07 am

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**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**.

**Instructor:** All  
 Abelkop, Adam  
 Afshar, Neda  
 Agha, Nola C  
 Ainsworth, David  
 Ajer, Peter  
 Aldana, Ursula

**Attribute Type:** All  
 Arrupe Immersion  
 Clinical Sites for Nursing  
 Community-Engaged Learning  
 Core A1 Public Speaking

**Course Search** Reset

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	WL	WL	XL	XL	XL
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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**.

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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 (Fall 2020), select **Submit**

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RETURN TO MENU SITE MAP HELP EXIT

## Select Term or Date Range

Student Name  
Jun 26, 2020 11:07 am

Search by Term:  
None

Submit Reset

RELEASE: 8.7.1.2

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

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RETURN TO MENU SITE MAP HELP EXIT

## Drop and Add Classes

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

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. If you are registered for a variable unit course, the credit hours will appear as a hyperlink. To change the number of hours, click on the hyperlink, then follow the instructions.

By registering for classes, you agree to assume financial responsibility for tuition and/or fees posted to your account.

### Add Classes Worksheet

CRNs

**Submit Changes** Class Search Reset

[ View Holds | Change Class Options ]

RELEASE: 8.7.1

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.

Personal Information **Student** Financial Aid

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)  
 Student Name  
 Term Selected  
 Jun 26, 2020 04:35 pm

Drop and Add Classes

**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	20971	CS	110	01	Undergraduate	4.000	Standard Letter
**Registered Web** on Nov 14, 2018	Dropped Web	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**

[ [View Holds](#) | [Change Class Options](#) ]