# Frequently Asked Questions about SelfService

**Can I add courses to my cart before I can register?**
Yes, you can add courses to your cart prior to your registration date/time. Adding courses to your cart **will NOT** register you. Once your registration time is <u>active</u>, and after the courses are in the cart, an additional option will become available. From your cart, you must select **"Proceed to Registration"**, then you must review schedule: select **"Next"**, then finalize the schedule: select **"Next"**, and the final step confirms the registration is complete.

**How does my undergraduate adviser review (approve/deny) my course registration?**
As an undergraduate student, your schedule must be reviewed by your adviser. Once your courses are **added** and you have **proceeded to registration**, your adviser will receive a separate notification from SelfService to review your requests. During this time, your course(s) are holding a seat for you until final approval is processed by your adviser in SelfService. Graduate students do not need adviser approval for SelfService registration.

**One or more of my courses are full, I want to be added to the waitlist(s). I keep trying to register and the system won't allow it. How do I register for the rest of my courses if one or more are full?**
Remove the course(s) that is full out of your cart, proceed with registration. Send an email to [registrar@arcadia.edu](mailto:registrar@arcadia.edu) and undergraduate students must cc: your adviser, with your course information that you are requesting to waitlist for (ie. MA141.2). Graduate students can send their request without adviser approval. The Office of the Registrar will reply and confirm that you are waitlisted.

**How can I view my schedule to confirm my courses are added?**
Once logged into SelfService, students should go to the *Classes* tab, then select the subsection *Schedule*. On the left side of the screen select *Text,* then under *Period*, select the *Year/Term: 2020/Fall* and *Submit*.

**I registered for a course and I want to drop it. How do I drop a course?**
After logging into SelfService: Go to the *Register* tab. Select *Year/Term (2020/Fall)*, under the subsection: *Registered Courses* check off the course(s) you want dropped. Select *Next*. It will change from *Review Schedule* to *Finalize*. The *Next* option will remain, but go back to your schedule to review it has been dropped.

**How do I remove a waitlisted course?**
After logging into SelfService: Go to the *Classes* tab, then subsection: *Schedule*. From *Options* select *Text* and from *Period* select *Year/Term: 2020/Fall.* Check off *Waitlisted Courses,* and select *Submit.* Then go back to your *schedule* to confirm the waitlisted course is dropped.