

# Class Roll Adjustment (CRA) Quick Tips

## Adding Course(s)

When?	Who performs the action?	Action
Before 1 <sup>st</sup> day of Classes thru Late Registration	Student	Student can add a course via MyMav.
From Late Registration thru Census	Advisor	Advisor can add courses for students via MyMav.
After Census*	Records and Registration	Advisor will need to submit an online CRA form via SharePoint. <b>Note:</b> There is a \$250 post-census fee. This can only be waived if there is university error or special circumstances determined by the Records office (supporting documentation will need to be submitted with the CRA) <b>Note:</b> If for previous semester, you must include Grade Change information on the CRA in order to add the grade to the course in MyMav.

## Dropping Course(s)

When?	Who performs the action?	Action
Before 1 <sup>st</sup> day of Classes thru Late Registration	Student	Student can drop a course via MyMav.*
From Late Registration thru Census	Student	Student can drop a course via MyMav.*
After Census thru Last Day to Drop	Advisor	Advisors can drop courses via MyMav. Student will receive a grade of "W" for each course dropped. <b>Note:</b> For students subject to 6 drop limit, see <b>Dropping Course(s) (For Students Subject to 6 Drop Limit)</b> on next page.
<b>After Last Day to Drop</b>	ARR	Students will need to submit Late Withdrawal/Exception form to Dean's office (Petition to Withdraw for Graduate Students). If approved, Dean's office will submit CRA for ARR to process drop(s). <b>Note:</b> If for previous semester, the Grade Change information must be included on the CRA in order to remove the grade to the course in MyMav.

\*Exception: Student cannot drop last course – the advisor will need to do this.

## Swapping Course(s)

When?	Who Performs the Action?	Action
Before 1 <sup>st</sup> day of Classes thru Late Registration	Student	Student can swap courses via MyMav.
From Late Registration thru Census	Advisor	Advisor can swap for students via MyMav. <b>Note:</b> If a class is being dropped and another one is added, be sure to process as a "Swap" so the student is charged correctly.
After Census	ARR	Advisor will need to submit an online CRA form via SharePoint. All courses being swapped need to be on the <b>same</b> CRA form. <b>Note:</b> If for previous semester, you must include Grade Change information on the CRA in order to remove the grade from the course(s) being dropped and adding the grade to the course(s) being added.

**\*Dropping Course(s) (For Students Subject to 6 Drop Limit)**

Situation	Subject to 6 Drop Limit?	Action
Withdrawing from all classes	Yes – has met the limit	Advisor will need to submit CRA (if before the last day to drop)
Withdrawing from all classes	Yes – has <b>not</b> met the limit	Advisor may be able to process drops. If not, a CRA will need to be submitted. These W's will be turned into Q's prior to grade posting.
Dropping some, but not all classes	Yes	Verify the number of drops on the <b>Sdnt Six-Course Drop Tracking</b> screen in MyMav (see attachment). <ul style="list-style-type: none"> <li>• If Student Total Drops &gt; 6, a <a href="#">Petition for Exemption to the 6 Drop Policy</a> will need to be submitted by the student as well as a CRA (by the advisor).</li> <li>• If Student Total Drops &lt; 6 and the advisor cannot make the drop, a CRA will need to be submitted.</li> </ul>