

Changing Your Schedule In Trailhead

After you have completed your initial registration, you may need to make some minor changes of one or two courses. This could be because you want to change the time of the class or switch to a different class completely. While we recommend you use Geode for your initial registration, using Geode to make a change to one class can be a bit more challenging. Therefore, it is recommended you use Trailhead to make minor changes to your schedule.

You can change your schedule as much as you want before the end of Census day each term. To find out when Census day is, please see the Academic Calendar: <http://goo.gl/D4QDzR>

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.
- 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.

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.
 - To find the Add/Drop Menu, log in to Trailhead then click Self Service > Student > Registration > Add/Drop Courses
 - 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.
 - Self Service > Student > Registration > Student Detail Schedule

To Drop A Class

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

- To find the Add/Drop Menu, log in to Trailhead then click Self Service > Student > Registration > Add/Drop Courses
- 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. Or Add/Drop at the same time using the Add/Drop menu.
- It is never a good idea to waitlist yourself for a class that you must have. If there are any open seats in any 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.
 - Your first option after this is to contact the professor who is teaching the class (their name is listed in Trailhead when you see the course in Look Up Classes). You can find contact information using the Inside Mines website: <http://inside.mines.edu/>
 - Option two is you can contact the department the class is managed by.
 - Be polite and explain the situation, and kindly ask if there is anything they can do to help you.
 - Your third option, after you have completed the first two, is to contact the Dean of the college the class is under, or the Registrar.
- Registrar’s Website
 - Check out the Registrar’s website for helpful information on registration. The following links may be the most helpful:
 - Using Geode to plan your schedule AND to register once your time slot opens up: <http://inside.mines.edu/schedule-planner>
 - GPA Calculator: <http://inside.mines.edu/gpa-calculator>
 - Other Registrar topic areas: <http://inside.mines.edu/Registrar-A-to-Z>
- Bulletin
 - Always use the Bulletin to double check which classes you need to graduate. The Bulletin is the official catalog from the university that certifies your graduation requirements.
 - <http://bulletin.mines.edu/undergraduate/programs/>

- Flowcharts are developed by departments and should be used in conjunction with the Bulletin.