

## Quick Step Guide:

**Please Note:** *If you are processing a retroactive schedule adjustment or if the student has dropped the course online, you will need to email the Registrar's Office ([registrar@auburn.edu](mailto:registrar@auburn.edu)) to request a paper Schedule Adjustment Form to process the Add/Drop.*

This is intended to give you the high level steps to submitting an undergraduate schedule adjustment within Workflow. Once you have logged into Workflow through AUAccess follow the steps below to submit a schedule adjustment:

1. On the left side of the screen, select My Processes under "USER PROFILE" to get a list of options:
  - a. Select "Undergraduate Add-Drop"
  - b. Enter the following fields:
    - i. **Workflow Specifics Name** – make this unique to the student – their name, banner ID, etc. - if you leave it blank it will default to "undefined"
    - i. **Student\_Banner\_ID** – enter the student's 902/903 number or their GID (userid)
  - c. Press the "Start Workflow" button – then Press OK
2. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the Workflow name you assigned appears in your queue.
  - a. Select the Workflow by clicking on the Workflow name.
3. The schedule adjustment form will give you the courses for the current term found for the student.
  - a. **TO DROP A COURSE:** All courses will be displayed in a table with up to five drop selection fields:
    - i. **DROP 1, 2, 3, 4 or 5** – This is a drop down box with the numbers 01-15 that correspond to the rows in the table. Select the row that contains the course you want to drop.
    - ii. **Drop Effective Date Option** – Select one of the two options
  - b. **TO ADD A COURSE:** You can add up to five courses for the student.
    - i. **CRN #1, #2, #3, #4, #5** – Enter the CRN for the course you wish to add.
    - ii. **Credit Hours #1, #2, #3, #4, #5** – Enter the hours for the course you wish to add.
  - c. **Comments** – enter a reason for the schedule adjustment.
  - d. Press **COMPLETE** at the bottom of the page.
4. On the left side of the screen, refresh your queue by pressing "Worklist" under "HOME". You may need to do this two or three times until the Workflow name you assigned appears in your queue.
  - a. Select the Workflow by clicking on the Workflow name.
5. The confirmation form will be displayed.
  - a. Review the information to make sure it is correct.
  - b. **Confirmation** – Select an option:
    - i. **CONTINUE** – everything looks okay and should be submitted
    - ii. **SELECT DIFFERENT COURSE(S) – REWORK** – changes are needed to what was selected. This option will take you back to step #3.
    - iii. **DO NOT PROCESS – STOP** – select this option if you do not want to submit the schedule adjustment. This will stop the Workflow.
    - iv. Press the **COMPLETE** button at the bottom of the screen.

This completes the submission process of the schedule adjustment. The student will receive an email asking them to complete the acknowledgement process.