InsideCBU Adding and Dropping Classes

Adding Classes

1) Go to InsideCBU and log in (in the upper right, using your ID and password), then click the **Add/Drop Courses** icon.

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Password Change Emergency Planning		Student Navigation		CBU Emergency Contact						
Employee Discount Programs Welcome to InsideCBUI	Logins to InsideCBU will require Multi- See the <u>Annos</u>	Factor Authentication (MFA) beginning Friday, Decembe <u>incements</u> section for more information.	r 9, 2022.	You have not yet provided contact information for the people that CBU may call in the event of an emergency. Please provide your emergency contacts on the Emergency Contact form on the inside/CBU "Usle@CBU" tab.						
Quick Links My Pages If Title IX If Annie Gabriel Library If Bickboard Login	Bactors		E Support	CRU Table of Anking California Baglad University is controller to providing a strategy, and using part long and improved to provide persons integrity, colling and multitude regards as an enversement the start of dessem strates, which includes all forms of a securit microardual. For more information on the CRU Table is parking, please citch <u>type</u>						
Campus Store CBU Website	Calendar Courses		Schedule	Campus Resources						
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If, for any reason, you experience difficulties gaining access with your ID and/or password, contact IT at 951-343-4444 for password reset.

2) Click the Term: pull-down, select the term you would like to add classes into and wait for the screen to refresh (Summer 2024 = SU 2024, Fall 2024 = FA 2024, etc.).

After the screen refreshes, click the **Complete the Registration Agreement** button.

	Add/Drop Courses - Add/Drop Courses								
Add/Drop									
Term:	5U 2024 v								
Student rogr m:	Graduate								
	Select the Student Program for this registration and then select the Course Program to find a course.								
Add/Drop course period is CLOSED -	Add/Drop course period is CLOSED - Withdraw period is OPEN. You do not have clearance to register. You must first see your advisor. Student Registration is open from 10/01/2021 to 08/11/2024.								
You are currently registered for 0 units.									
Program: All									
	Select which courses will be displayed in the schedule & searches below.								
Registration Agreement									
The following (bring) is required to begin Registration.									
Complete the Registration Agreement form									

3) Acknowledge and click Submit.



 4) When the screen refreshes, enter the Course Code of the class you would like to take (e.g. ENG562), with no spaces or dashes between the department prefix and class number. Then, click Search. Do not click or enter anything else, just the Course Code.

(HELPFUL HINT: If you would like to limit your search to only open sections, you can click **More Search Options**, scroll down and select **Section Status** "Open". This is optional, though.)

Add by Course Code Course Search		
Title:	Begins With 🗸	
Course Code:	Begins With 🗸	ENG562
Term:	SU 2024	A
Department:	All	
Program:	All	
->	Search More Search Options	

5) Click the **Add box** to the left of the **Course Code**, then click **Add Courses**.

Courses									
Add	Course code	Name	Note	Seats Open	Status		Units	Begin Date	End Date
•	ENG562-A	American Literature Post-1900		14/20	Open	Veltman, Laura / W 05:00-08:00PM; MAIN Campus, James Complex, Smart Classroom, 189 / Classroom Lecture	3.00	09/03/2024	12/11/2024
Add C	ourses								

6) Once added, wait patiently for a confirmation.

Dropping Classes

1) To drop or withdraw a class, simply click the Drop box to left of the class you would like dropped, then click the **Drop Selected Courses** button, and again wait for a confirmation.

Your Schedule (Registered)									
Drop	Swap	Title	Title	Schedule	Location	Units			
∘∕	0	ENG562-A	American Literature Post-1900	W 05:00-08:00PM	MAIN Campus James Complex 189	3.00			
	° 🆌	ENG584-A	Digital Literary Studies	T 04:00-07:00PM	MAIN Campus James Complex 171	3.00			
Drop Sele	cted Courses	Swap							

Please note, you cannot drop your last class. If, for whatever reason, you need to drop all classes in a semester, please contact your Student Success Coach at https://calbaptist.edu/FMSSC.