How-To Guide

ALGONQUIN COLLEGE

Registrar's Office & Financial Aid

Changing Your Timetable - Drop/Add/Transfer

Change your timetable for the upcoming semester using the Algonquin College Student Information System, otherwise known as ACSIS.

Notes:

- *Timetable changes can only be completed through ACSIS during the Timetable Change Period (see Important Dates).*

- *We recommend students contact their Student Success Specialist, Program Coordinator, or Student Advisor, AC Online, for advice before making changes.*
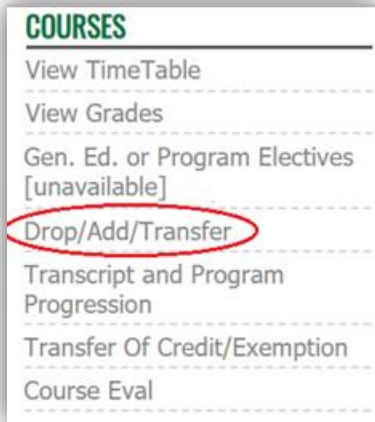
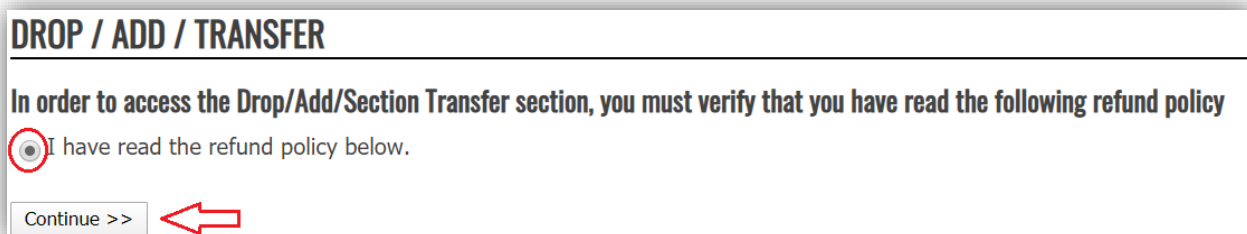## STEP 1

Log in to ACSIS using your student number.
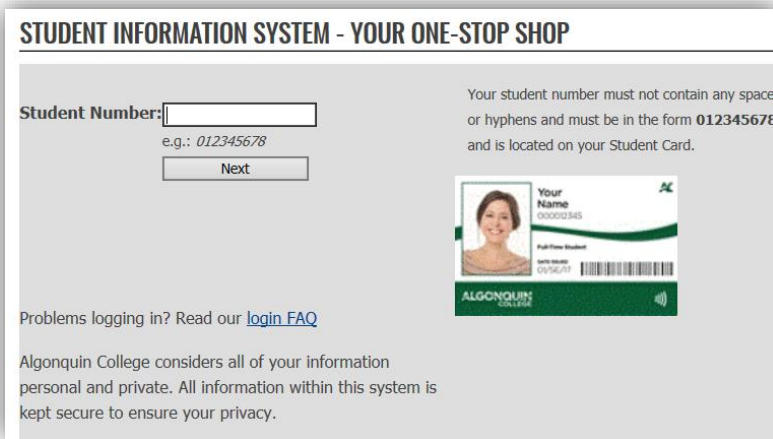
STEP 2

Select *Drop/Add/Transfer* under *Courses.*

STEP 3

Read the Refund Policy, select "I have read the refund policy below" and then click *Continue.*

STEP 4

You will be provided with a page indicating your program and level, and listing the courses that you are currently registered in.

DROP / ADD / TRANSFER

Computer Eng. Technology - Comp. Science (0006X)

Term: 2020S (19-May-2020 to 16-Aug-2020)
Load: Full Time **Group:** 1 **Level:** 1 **Academic Manager:** S. Brancatelli

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
CST8101	301	Computer Essentials	Standard	Theory/Lab	Registered
CST8101	300	Computer Essentials	On-line - Hybrid	Theory/Lab	Registered
CST8110	301	Intro to Computer Programming	Standard	Theory/Lab	Registered
CST8110	300	Intro to Computer Programming	On-line - Hybrid	Theory/Lab	Registered
CST8215	301	Database	Standard	Theory/Lab	Registered
CST8215	300	Database	On-line - Hybrid	Theory/Lab	Registered
CST8300	315	Achieving Success in Changing Envir	On-line - Hybrid	Theory	Registered
MAT8001C	040	Tech Math for Computer Science	Standard	Theory	Registered

Below your list of courses, you can select one of three options to make a change to your timetable. Beneath these options, your timetable is displayed for easy-reference (for helpful information about reading your timetable, view our *ACSIS How-To Guides*).

If you wish to change the date/time/delivery of a course that is already in your timetable, click *Section Transfer*. (Proceed to "Step 5A – Section Transfer" in this How-To Guide)

If you wish to withdraw from a course and remove it from you timetable, click *Drop*. (Skip to "Step 5B – Drop a Course" in this How-To Guide.)

If you wish to add a new course to your timetable (including elective courses), click *Add*. (Skip to "Step 5C – Add" in this How-To Guide.)

STEP 5A – Section Transfer

If you selected *Section Transfer*, you will be provided with a list of the courses <u>from your timetable</u> that have alternative sections available. You can select *Display Timetable* as a reminder of the dates and times of the sections that are already in your timetable.

Select a course whose section you wish to change and then click *Load Available Sections*.

If the course you wanted to change does not appear in the list of available courses for section transfers, or if you receive the message "There are no approved course sections available that you may transfer out of. Please see your department" then contact your <u>Student Success Specialist</u>, <u>Program Coordinator</u>, or <u>Student Advisor, AC Online</u>.

Available Course(s) for section transfers.

Check the course section for which you want to do a section transfer

Select	Course	Section	Instruction Mode	Course Type	Display Section Timetable
☑	**CST8300**	**315**	On-line - Hybrid	Theory	Display Timetable
☐	**MAT8001C**	**040**	Standard	Theory	Display Timetable

Note: If you select an aggregate, the disaggregate for the same course will be automatically selected. Aggregate/Disaggregate: When a large group of students in a course section splits into smaller groups for a specific number of hours for the same course, the large group is considered the aggregate course section and the smaller groups are disaggregates of it. Students must register in both the aggregate and disaggregate course sections, but only one grade is assigned to the student for the course.

[Cancel] ([Load Available Sections]) [Reset]

Search for your textbooks and purchase at Algonquin's Online Bookstore

Note: You can only select/change one course at a time. If a second course is automatically selected, this means the two courses are linked courses called "Aggregate/Disaggregates" and they must be changed together.

STEP 6A – Section Transfer

You will be provided with a list of alternative sections that are available for your course. Click *Display Timetable* beside each section to view the date/time that section is offered. Select the section that you wish to switch into, then click *Transfer*.

If you do not want to change into any of the alternate sections available, click *Cancel*.

Available Sections for CST8300

Select	Sections	Instruction Mode	Course Type	Display Section Timetable
☑	320	On-line - Hybrid	Theory	Display Timetable
☐	330	On-line - Hybrid	Theory	Display Timetable
☐	300	On-line - Hybrid	Theory	Display Timetable

Check off the section number you want to transfer to or you may click on the "Display Section Timetable" column on a particular row to display that section's timetable.

Transfer   Cancel   Reset

STEP 7A – Section Transfer

You will be shown a new list of your courses reflecting the change you have made. This change will be listed as "Pending." Review the information to make sure it is correct.

If you are happy with the change, click *Confirm Changes*.

Note: If you do not click Confirm Changes*, your change will not be saved.*

You have tentatively transferred to section 320 for CST8300
You must confirm your changes.

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
CST8101	301	Computer Essentials	Standard	Theory/Lab	Registered
CST8101	300	Computer Essentials	On-line - Hybrid	Theory/Lab	Registered
CST8110	301	Intro to Computer Programming	Standard	Theory/Lab	Registered
CST8110	300	Intro to Computer Programming	On-line - Hybrid	Theory/Lab	Registered
CST8215	301	Database	Standard	Theory/Lab	Registered
CST8215	300	Database	On-line - Hybrid	Theory/Lab	Registered
CST8300	320	Achieving Success in Changing Envir	On-line - Hybrid	Theory	Pending
MAT8001C	040	Tech Math for Computer Science	Standard	Theory	Registered

Please choose what action you want. It is strongly recommended to do your drops first, since this will free up your timetable and allow you a greater amount of courses to choose from.

[Drop] [Add] [Section Transfer] [Confirm Changes] [Cancel Changes]

You will be shown your new timetable. Your course section transfer is now complete.

STEP 5B – Drop a Course

If you selected *Drop*, you will be provided with a list of the courses from your timetable that you are allowed to drop without special permission from your academic department. You can select *Display Timetable* as a reminder of the dates and times of the sections that are already in your timetable.

Select a course whose section you wish to remove from your schedule and then click *Drop*.

If the course you wanted to drop/withdraw from does not appear in the list of Available Course Sections for Dropping, or if you receive the message "There are no approved course sections available that you may drop. Please see your department" then contact your Student Success Specialist, Program Coordinator, or Student Advisor, AC Online.

Available Course Sections For Dropping

Select	Course	Section	Instruction Mode	Course Type	Display Section Timetable
☑	CST8300	320	On-line - Hybrid	Theory	Display Timetable
☐	MAT8001C	040	Standard	Theory	Display Timetable

Check off the course section(s) you want to drop.
NOTE: In the case of Aggregates / Disaggregates, if you dropped the aggregate, the disaggregate will automatically be dropped. You cannot drop only the disaggregate by itself, to change your disaggregate: do a transfer. Aggregate/Disaggregate: When a large group of students in a course section splits into smaller groups for a specific number of hours for the same course, the large group is considered the aggregate course section and the smaller groups are disaggregates of it. Students must register in both the aggregate and disaggregate course sections, but only one grade is assigned to the student for the course.

Cancel | Reset | DROP

Note:

- *You can only drop one course at a time. If a second course is automatically selected, this means the two courses are linked courses called "Aggregate/Disaggregates" and they must be removed together.*

- *Students must complete all courses in a program to graduate.*

- *Students are encouraged to contact their Student Success Specialist, Program Coordinator, or Student Advisor, AC Online for academic advice before dropping/withdrawing from a course.*

STEP 6B – Drop a Course

You will be provided with a new list of your courses and a new timetable. The course that you dropped will have been removed from both. Review the information to be sure it is correct.

If you are happy with the change, click *Confirm Changes*.

Note: If you do not click Confirm Changes*, your change will not be saved.*

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
CST8101	301	Computer Essentials	Standard	Theory/Lab	Registered
CST8101	300	Computer Essentials	On-line - Hybrid	Theory/Lab	Registered
CST8110	301	Intro to Computer Programming	Standard	Theory/Lab	Registered
CST8110	300	Intro to Computer Programming	On-line - Hybrid	Theory/Lab	Registered
CST8215	301	Database	Standard	Theory/Lab	Registered
CST8215	300	Database	On-line - Hybrid	Theory/Lab	Registered
MAT8001C	040	Tech Math for Computer Science	Standard	Theory	Registered

Please choose what action you want. It is strongly recommended to do your drops first, since this will free up your timetable and allow you a greater amount of courses to choose from.

[Drop] [Add] [Section Transfer] [Confirm Changes] [Cancel Changes]

Daily Timetable

Day	Start	End	Loc	Bldg	Rm	Start Date	End Date	Academic Penalty Withdrawal Date

Your will be shown your new timetable. You have now successfully dropped your course.

STEP 5C – Add a Course

If you selected *Add*, you will be provided with a list of the courses from your program that you are allowed to add without special permission from your academic department. Click *Display Timetable* beside each section to view the date/time that section is offered.

Select a course/section that you wish to add to your schedule and then click *Add*.

If the course you wanted to add does not appear in the list of Available Course Sections for Adding, or if you receive the message "There are no approved course sections available that you may add. Please see your department" then contact your Student Success Specialist, Program Coordinator, or Student Advisor, AC Online.

Available Course Sections For Adding

Select	Course	Section	Instruction Mode	Course Type	Course Title	Display Section Timetable
☐	CST8300	315	On-line - Hybrid	Theory	Achieving Success in Changing Envir	Display Timetable
☑	CST8300	320	On-line - Hybrid	Theory	Achieving Success in Changing Envir	Display Timetable
☐	MAT8001C	040	Standard	Theory	Tech Math for Computer Science	Display Timetable
☐	MAT8001C	050	Standard	Theory	Tech Math for Computer Science	Display Timetable

Check off the course section(s) you want to add.

NOTE: In the case of Aggregates / Disaggregates, if you add the aggregate, you must also select one of its disaggregate. You cannot add only the disaggregate by itself. Aggregate/Disaggregate: When a large group of students in a course section splits into smaller groups for a specific number of hours for the same course, the large group is considered the aggregate course section and the smaller groups are disaggregates of it. Students must register in both the aggregate and disaggregate course sections, but only one grade is assigned to the student for the course.

[Cancel] [Reset] [ADD]

Note: You can only add one course at a time. If a second course is automatically selected, this means the two courses are Aggregate/Disaggregates and they must be added to your timetable together.

STEP 6C – Add a Course

You will be shown a new list of your courses reflecting the change you have made. The course that you added will be listed as "Pending." Review the information to make sure it is correct.

If you are happy with the change, click *Confirm Changes*.

Note: If you do not click Confirm Changes*, your change will not be saved.*

Courses

Course	Section	Title	Instruction Mode	Course Type	Status
CST8101	301	Computer Essentials	Standard	Theory/Lab	Registered
CST8101	300	Computer Essentials	On-line - Hybrid	Theory/Lab	Registered
CST8110	301	Intro to Computer Programming	Standard	Theory/Lab	Registered
CST8110	300	Intro to Computer Programming	On-line - Hybrid	Theory/Lab	Registered
CST8215	301	Database	Standard	Theory/Lab	Registered
CST8215	300	Database	On-line - Hybrid	Theory/Lab	Registered
CST8300	320	Achieving Success in Changing Envir	On-line - Hybrid	Theory	Pending

Please choose what action you want. It is strongly recommended to do your drops first, since this will free up your timetable and allow you a greater amount of courses to choose from.

[Drop] [Add] [Section Transfer] [Confirm Changes] [Cancel Changes]

Daily Timetable

Day	Start	End	Loc	Bldg	Rm	Start Date	End Date	Academic Penalty Withdrawal Date

Your will be shown your new timetable. You have now successfully added your course.