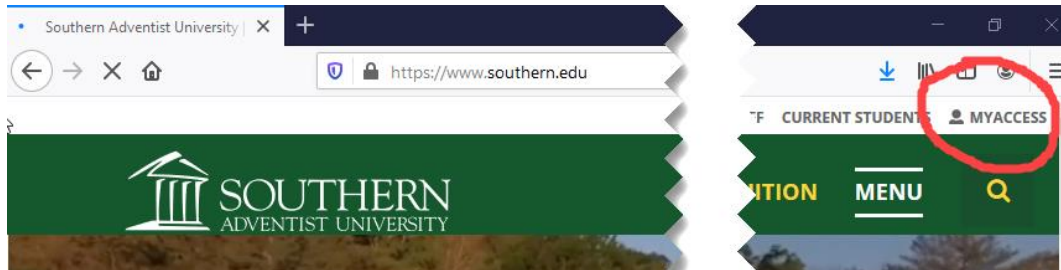


How to use the Add/Drop e-form



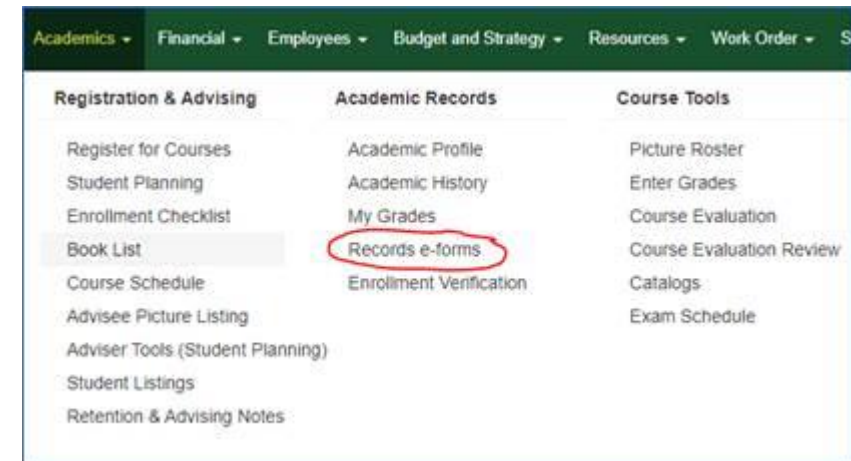
STEP 1:

- Log into MyAccess



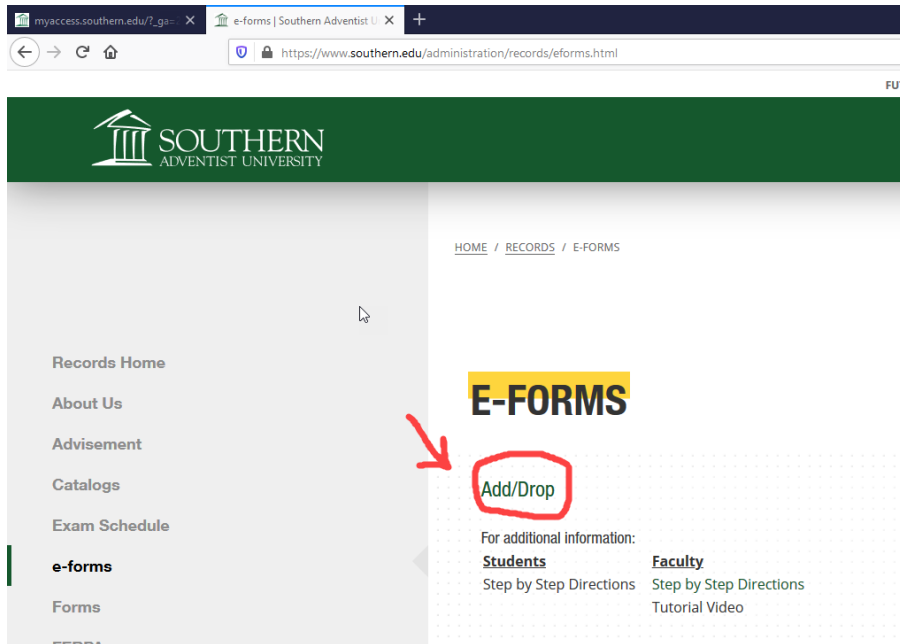
STEP 2:

- Click on 'Academics' first, then 'Records e-forms'



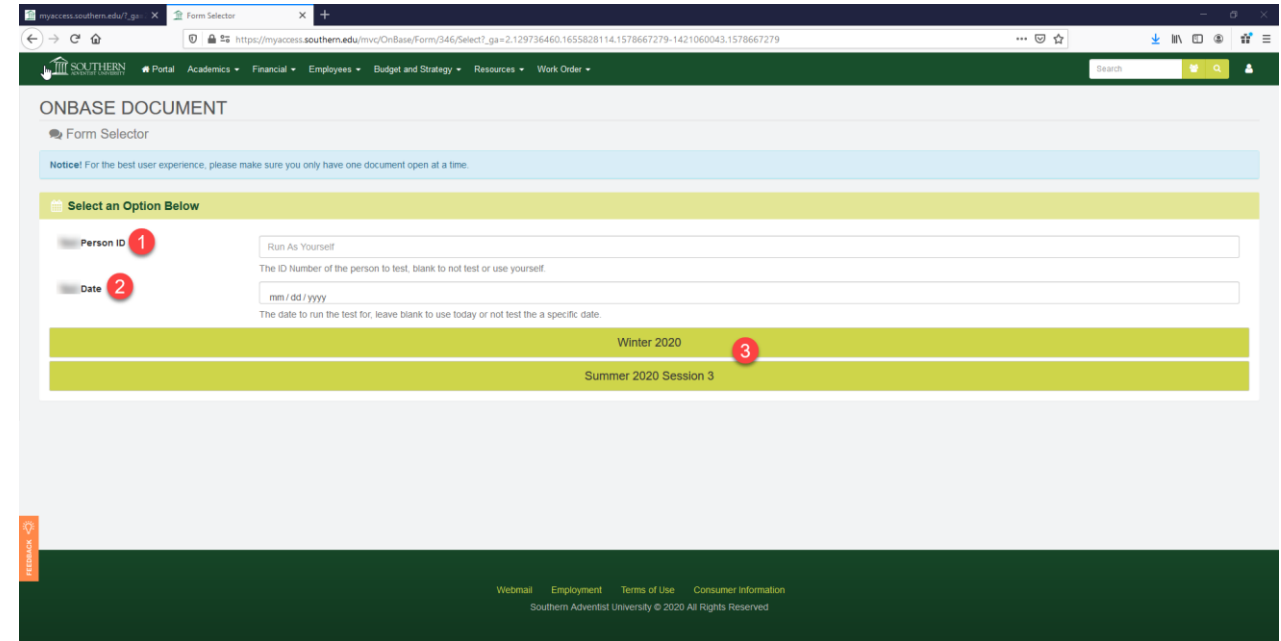
STEP 3:

- Click on 'Add/Drop'



STEP 4:

- Enter your ID number & choose the term



This is what the form will look like:

The screenshot shows a web browser window with the URL <https://myaccess.southern.edu/AppNet/UnityForm.aspx?key=UFKey>. The page header features the Southern Adventist University logo and the tagline "Power for Mind & Soul". Below the header are two buttons: "Add/Drop Form" and "Admin".

The main content area is titled "Personal Details" and contains several input fields: "First Name", "Middle Name", "Last Name", "Person ID*", and "Term Code" (with "W20" entered). Below these fields is a paragraph of instructions: "Use this form to add courses (up to 10), drop a course, or drop all courses. If you have any questions, contact the Records Office at records@southern.edu or 423-236-2899."

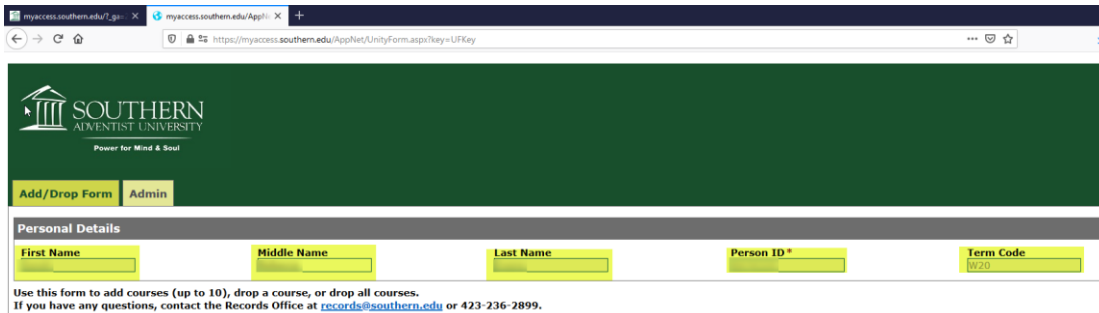
The "Add Course:" section includes instructions: "To add a course, click on the drop down menu and choose the course & section you wish to add. Then click 'add'." and a note: "*For co-op, music lessons, and internships, please use this [form](#)." Below this is a dropdown menu and an "Add" button.

The "Drop Course(s):" section includes instructions: "Listed below are your currently enrolled courses. To drop individual courses, click on the 'Drop' button on the course line. You can undo this action by clicking 'Undo Drop'. To drop all of your courses, click on the 'Drop' button of each course. A warning message will appear to let you know that you are dropping all courses."

Status	Course Name	Course Title	Audit	Hours	Drop
Enrolled	CHEM-107-A	Chem Everyday Life	<input type="checkbox"/>	3	Drop
Enrolled	EDUC-233-A	Children's Literature	<input type="checkbox"/>	3	Drop
Enrolled	EDUC-317-A	Teaching With Technology	<input type="checkbox"/>	2	Drop
Enrolled	RELT-138-A	Adventist Heritage	<input type="checkbox"/>	3	Drop
Enrolled	RELT-255-B	Christian Beliefs	<input type="checkbox"/>	3	Drop

STEP 5:

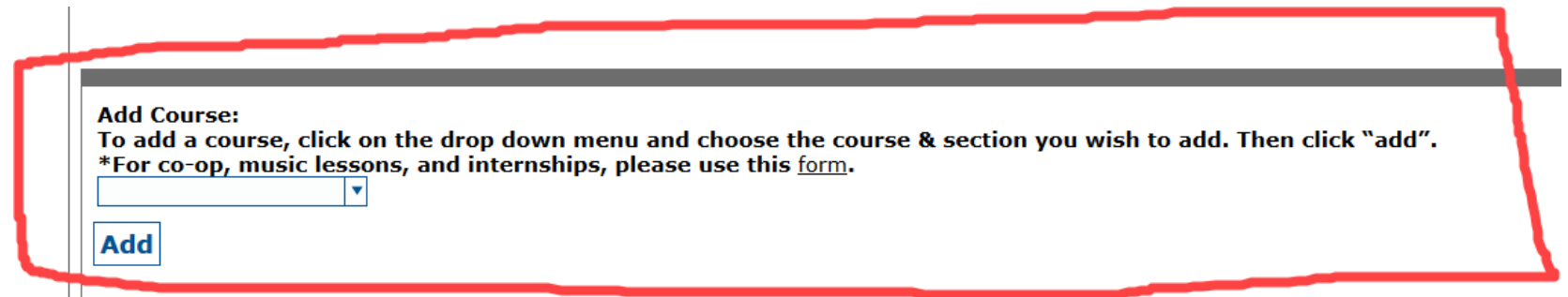
- You will notice that your personal information (name and ID#) is pre-populated for you.



The screenshot shows a web browser window with the URL <https://myaccess.southern.edu/AppNet/UnityForm.aspx?keys=UfKey>. The page header features the Southern Adventist University logo and the tagline "Power for Mind & Soul". Below the header are two buttons: "Add/Drop Form" and "Admin". The main content area is titled "Personal Details" and contains five input fields: "First Name", "Middle Name", "Last Name", "Person ID*", and "Term Code". The "Term Code" field is pre-populated with "0220". Below the form, there is a note: "Use this form to add courses (up to 10), drop a course, or drop all courses. If you have any questions, contact the Records Office at records@southern.edu or 423-236-2899."

STEP 6:

- To add a class, click on the drop down menu and choose the course.




The close-up screenshot shows the "Add Course:" section. It includes the following text: "To add a course, click on the drop down menu and choose the course & section you wish to add. Then click 'add'." Below this text is a drop-down menu with a downward arrow. Below the drop-down menu is a blue "Add" button. A red hand-drawn box highlights the drop-down menu and the "Add" button.

STEP 7:

- To drop a course, click on 'drop' button on the course line

Drop Course(s):
Listed below are your currently enrolled courses. You can undo this action by clicking "Undo Drop".
To drop individual courses, click on the "Drop" button on the course line. A warning message will appear to let you know that you are dropping all courses.

Status	Course Name	Course Title	Audit	Hours	
Enrolled	CHEM-107-A	Chem Everyday Life	<input type="checkbox"/>	3	Drop
Enrolled	EDUC-233-A	Children's Literature	<input type="checkbox"/>	3	Drop
Enrolled	EDUC-317-A	Teaching With Technology	<input type="checkbox"/>	2	Drop
Enrolled	RELT-138-A	Adventist Heritage	<input type="checkbox"/>	3	Drop
Enrolled	RELT-255-B	Christian Beliefs	<input type="checkbox"/>	3	Drop



STEP 8:

- If you wish to leave notes about your request, enter them in the 'Student Notes' box.

Student Notes:


Student Signature *

Click to Sign Document

STEP 9:

- Add your signature

Student Signature *




Clear

Submit

STEP 10:

- Click 'Submit'

Student Signature *



Clear

Submit