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:

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 person@southern.edu or 423-236-2890.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course Name</th>
<th>Course Title</th>
<th>Audit</th>
<th>Hours</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>CBEM-167-A</td>
<td>Chem: Everyday Life</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td>EDUC-233-A</td>
<td>Children’s Literature</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td>EDUC-317-A</td>
<td>Teaching With Technology</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td>EHLT-128-A</td>
<td>Adventist Heritage</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td>EHLT-255-B</td>
<td>Christian Beliefs</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
STEP 5:

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

STEP 6:

• To add a class, click on the drop down menu and choose the course.
**STEP 7:**

- To drop a course, click on ‘drop’ button on the course line

**STEP 8:**

- If you wish to leave notes about your request, enter them in the ‘Student Notes’ box.
STEP 9:

• Add your signature

STEP 10:

• Click ‘Submit’