Schedule Updates and Virtual Drop/Add Process for Fall 2020

Please be sure to check your schedule for any updates or changes up until the morning of Monday, August 24.

How to check your schedule in BannerWeb:

- Go to Banner.Jefferson.edu
- Click on “BannerWeb Login” and login using your Campus Key and password
- Click on the “Student” link from the Main Menu, then “Registration”
- Click “Select Term” and use the drop down menu to choose “Fall 2020” and submit
- Click on “Student Detail Schedule”
- Your schedule will be viewable here

For screenshots on this process, information on delivery methods/type of course, and a schedule FAQ, please click here: http://www.eastfalls.jefferson.edu/successcenter/fall-2020-schedule-info-for-new-students---final-7.29.20.pdf

The Drop/Add Form can be found on the Academic Success Center website: http://www.eastfalls.jefferson.edu/successcenter/advisingforms.html

Students can search the Fall 2020 University class schedule in BannerWeb by clicking on “Registration” in the Student Menu, then “Look Up Classes”, and “Advanced Search”. Be sure to choose “East Falls” as your campus location, even if you are looking for an online section of a course.

Scenario 1: New freshman wanting to change the day/time of a course
Beginning August 20, students can digitally use the drop/add form and send directly to the Registrar’s office at TJU_EF_Registrar@Jefferson.edu, without meeting with or obtaining a signature from an advisor. Registrar will inform the student once complete.

*If the class is full, student may not switch into the full section
*Please allow 24 hours for requests to be processed

Scenario 2: New freshman wanting to change a course or the amount of credits they are in
Beginning August 20, Student must have requests reviewed by Megan Mills, Gina May, or assigned advisor in the ASC. Students can request a meeting or review of change request to TJU_EF_Advising@jefferson.edu. Student will digitally complete the add/drop form, and staff member will sign it and send to Registrar and CC the student. Registrar will inform the student once complete.

*If the class is full, Registrar will route it back to ASC for further review
*Please allow 24 hours for requests to be processed
*A minimum of 12 credits is required to maintain full-time status, 15-18 credits a semester is typical depending on the student’s major

Scenario 3: New transfer student wanting to make an adjustment to their schedule
Beginning August 20, transfer students may go into BannerWeb and make their own schedule adjustments based on course availability. For instructions on how to drop/add classes in BannerWeb, please visit: https://confluence.jefferson.edu/display/BD/How+to+Add+and+Drop+Classes. If you are a transfer student wanting to
change a course and not just a day/time, we recommend you consult your Program Checksheet with your transfer evaluation, DegreeWorks, and/or first meet with Megan Mills, Gina May, or your assigned advisor.

Monday through Friday, August 24 through August 28, and Monday, August 31, Academic Advising and Registrar staff will also be available in the Kanbar Campus Center from 9 a.m. to 5 p.m. to review and make schedule changes for all first-year students. Students must be masked and follow university COVID-19 guidelines.

The drop/add period ends on Monday, August 31. All schedule changes must be received by 5 p.m. on Monday, August 31. Students may still drop a class until Thursday, September 3, but will need to meet with an advisor to do so.