Questions About Changing Your Fall Schedule

Changing Your Schedule During Add/Drop

Q: Can I still change my schedule on SPIRE during Add/Drop? How?
A: Yes, if the class is open and you meet the pre-requisites. However, after the first few days, many instructors take courses off-line. After that point you must talk to the instructor. To make a change, always use SWAP. Use EDIT to change related components such as labs or discussions. Do not use DROP unless you want to reduce your number of credits.

Q: What if I’m on a SPIRE waitlist?
A: Online waitlists expire on the first day of classes—you will not move up on the waitlist. Attend the class, and talk to the instructor to find out if students are still being admitted.

Q: What if I want to get into a class that is full?
A: Talk to the instructor. Once a class is full, the instructor is the only one who can let you in. You can email but it’s better to go in person to the first class – or do both.

You must have 12 credits (count credits, not classes) to be a full-time student by the end of Add/Drop, Monday, September 21st

Registration Changes After Add/Drop

Q: If I want to ADD a course or find that a course I’m in is missing from my schedule and Add/Drop is over; how do I add this course?
A: Late Adds must get approval from your Academic Dean. The Dean will sign a course change form, indicating approval, only after she has received documentation from the course instructor verifying consent.

Q: Can I withdraw from a course AFTER Add/Drop?
A: "W" drops are accepted with instructor's signature, up until the mid-semester date. A Course Change Request form, needed for this process, is available in the Registrar's Office or in Goodell 613. Before proceeding with a "W" drop, it is strongly recommended that you consult with an advisor; instead of dropping, you may want to switch to Pass/Fail (see below).

Q: How will dropping a course with a "W" affect me?
A: Dropping with a "W" is a standard practice; it simply denotes that you were enrolled in the class beyond the Add/Drop period. A "W" will not affect your GPA. It is not punitive and will not count against you when applying for/declaring a major. Consider dropping a course with a "W" if you KNOW that you will not do well in it (C- or below), especially if your major/application expects a strong cumulative GPA. Having one or even two or three "W" on your transcript will not hurt you. However, amassing a group of "W" drops, say more than 5-6 during your entire time at UMass, is not good.

Q: What is the Pass/Fail Option?
A: Instead of earning a letter grade (A,B,C,D,F) you may opt to switch your grading from a letter grade to Pass/Fail if you think you can pass the course but might not do well in it. Classwork equivalent to a grade of A through D will constitute a “Pass”. If you earn an F, that grade is recorded as a Fail. PASS does not influence your GPA, FAIL does count in your GPA.

Q: How can I do the Pass/Fail option?
A: You can add your courses with the Pass/Fail option as you initially enroll through SPIRE or until the “W-Drop” deadline, by submitting a Course Change Request form to the Registrar's Office. Once a course is completed, and at any time during your academic stay at UMass, you may revoke the Pass/Fail option from your record; once revoked, the change is permanent. Forms are available in the Registrar’s Office.

Note: Courses in which you have received a Pass/Fail grade may not be used to meet GenEd, major, and most other requirements—they normally only count as elective credits. Always clarify these details ahead of time, with an advisor!

Q: Can I drop with a “W” or switch to Pass/Fail AFTER the “W” deadline?
A: You must petition your Academic Dean for approval. After the mid-semester date, the student is responsible for completion of the course unless the student's academic dean grants a late withdrawal for documented extenuating circumstances. Approval is not automatic. For more information, speak with an advisor.

W-Drop and Pass/Fail Deadline: Thursday, October 22, 2015