

Adding, swapping and dropping classes



■ Sections

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Registration period



The registration period is the period during which students are authorized to enrol in a class for a term. The beginning dates and times vary from one program to another.

To consult your enrolment dates, click on **My registration period** in the main HEC en ligne menu.

The screenshot displays the HEC en ligne main menu. On the left, there is a vertical navigation menu with categories: Academics, Enrollment, Academic History, Academics, Student services, and Resources. Each category contains several links. On the right, there is a 'SEARCH FOR CLASSES' button and a vertical list of menu items: Holds, To Do List, Enrollment Dates, My registration period, Admissions, Notice2, and Notice. The 'My registration period' link is highlighted in blue. A red arrow points from a message box on the left to this link. The message box contains an information icon and the text 'You don't have any courses today.'

Select a term and a program and click on the green “Refresh” button.

(Only the terms and programs in which you are authorized to enrol or have already enrolled will be displayed.)

Enrollment Dates

Shortcut Navigation Go to [dropdown] [refresh]

To view enrollment appointments dates for another term, select the term and click Change.

Select Term Winter 2012 > Master's Degree [refresh]

If the enrolment dates are not available, you will see the following message:

The date and hour at which you will be able to register will be available approximately one week before the beginning of the registration period.

As soon as the information is available, the date and time of **your appointment period** for enrolment will be displayed.

Session	Appointment Begins	Appointment Ends
Regular Academic Session	2010-01-11 - 08:00	2010-01-15 - 23:59
Period 4	2010-01-11 - 08:00	2010-01-15 - 23:59
Period 5	2010-01-11 - 08:00	2010-01-15 - 23:59
Period 6	2010-01-11 - 08:00	2010-01-15 - 23:59

[ADD CLASSES]

IMPORTANT: You must comply with the **dates** and **times** of your registration period. To enrol, click on the green “ADD CLASSES” button.

When the registration period is open to everyone, the beginning and ending enrolment dates will be displayed.

Session	Begins On	Last Date to Enroll
Regular Academic Session	2009-07-15	2009-11-30
Period 1	2009-07-15	2009-11-30
Period 2	2009-07-15	2009-11-30
Period 3	2009-07-15	2009-11-30

[ADD CLASSES]

Search for Classes

The Search for Classes function lets you consult the courses offered during a term, and class and examination times. You can use this function before the registration period. **Enrolment is done in a subsequent step (see the *Add a Class* section).**

To search for a class, click on the green **SEARCH FOR CLASSES** button in the main HEC en ligne menu.



The screenshot shows the HEC en ligne menu with a red arrow pointing to the 'SEARCH FOR CLASSES' button. The menu is organized into several sections:

- Academics**
 - Enrollment**
 - [My Class Schedule](#)
 - [Registration Guide](#)
 - [Add a Class](#)
 - [Drop a Class](#)
 - [Swap Classes](#)
 - Academic History**
 - [Results by Term](#)
 - [Unofficial transcript](#)
 - Academics**
 - [Test results](#)
 - [Intermediate results](#)
 - [Choice of specialization](#)
 - Student services**
 - Locker reservation
 - Consult locker reservation
 - [Consult apartment for rent](#)
 - [Integ. of handicap. people \(french\)](#)
 - [Scholarships Directory](#)
 - Resources**
 - [Zone-Cours](#)
 - [Class rooms map](#)
 - [Gestion magazine](#)
 - [International Management magazine](#)
- SEARCH FOR CLASSES** (highlighted in green and pointed to by a red arrow)
- Holds**
 - No Holds.
- To Do List**
 - No To Do's.
- Enrollment Dates**
 - [My registration period](#)
- Admissions**
 - [Paiement - Cours obligatoires](#)
- Notice2**
 - [Service santé](#)
 - [Academic calendar](#)
- Notice**
 - [Academic Calendars](#)

A central message box displays: **i You don't have any courses today.**

Click on the link for the term you want.



A list of the terms in which the class schedule is available will appear, but this does not mean that the registration period is open.

You can consult your enrolment dates by clicking on the **My registration period** link in the main HEC en ligne menu.

To enrol, click on the **add** tab on this page or on the **Add a Class** link in the main HEC en ligne menu.

Select the class by **Catalogue number** (e.g. 5320502).

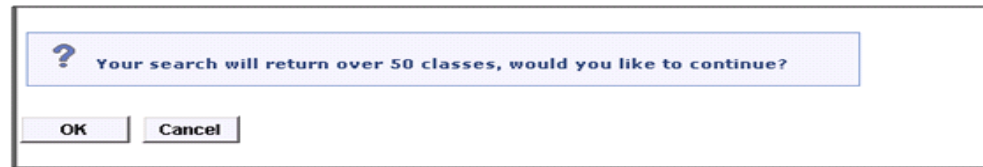
If you do not know the catalogue number,

Select at least two criteria and click on the green **“SEARCH”** button.

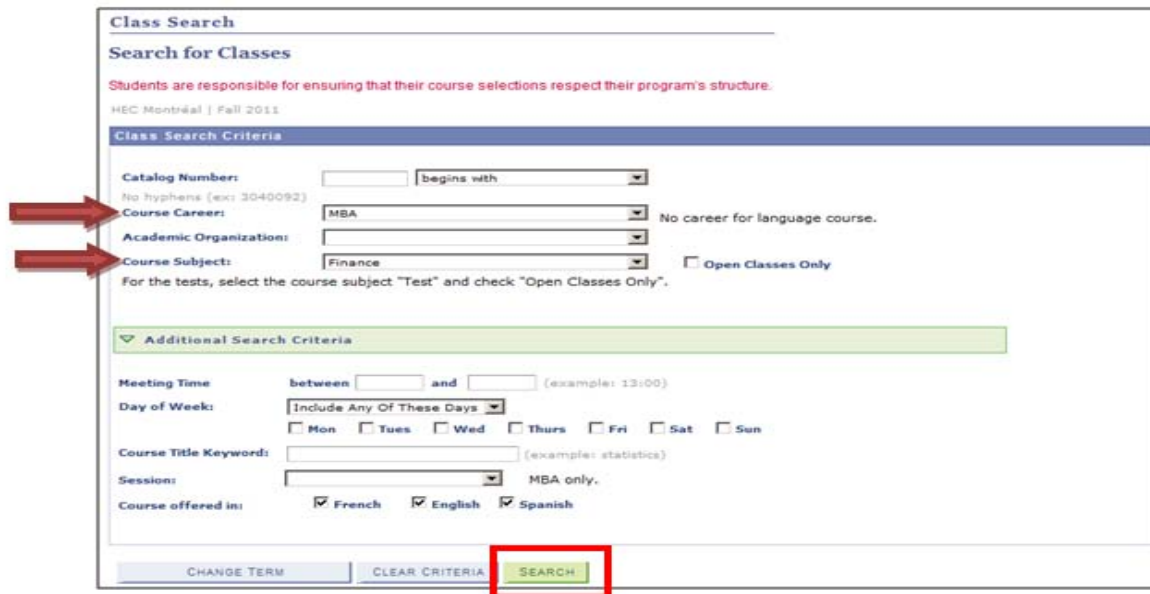
For language tests (e.g. HECTOPE, ORTHOGRAM), select **Test** and check off **“Open Classes Only”** to obtain the list. (For more details on these tests, see <http://www.hec.ca/qualitecomm/inscription.html>).

IMPORTANT: The **Open Classes Only** option has not been checked. This means that the results displayed will include both open and closed classes. If you want information only on open classes, please check this option.

If more than 50 classes meet your criteria, you will see the following message. Click on **OK**.



If the example below, you are looking for a Finance (course subject) class taught in the Master's in Business Administration track / program (career):



You will obtain the list of classes that meet the criteria specified.

1




Select the class in the desired language – French, English or Spanish.
(The class title will be displayed in the language of instruction.)

2

Take note of any information messages (Notes or Equivalent classes) under the class title.

3

Check the class status.

 Open	You may enrol in this class.
 Closed	It is no longer possible to enrol in this class.
 Wait List	This class is full. You may apply to enrol in this class, and will be notified as soon as a place becomes available. Important: Make sure there is no class or exam scheduling conflict between this class and your other classes. If so, it will not be possible for you to enroll in this class.

4

Note the **Class number** (e.g. 1851 for catalogue 53-205-02, section A01 in the winter 2010 term).

The class number lets you select your classes more quickly when you enrol.

It corresponds to a **catalogue** and a **section** in the **term** in which you want to enrol.

5

Check the examination dates for the class, to avoid class and exam scheduling conflicts with your other classes.

Exams are not necessarily held at the same time and on the same day as the corresponding class.

my class schedule class search add drop swap

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

HEC Montréal | Winter 2010

The following classes match your search criteria Course Subject: **Techno de Info. et GOL**. Course Career: **MBA**. Show Open Classes Only: **No**

Open
 Closed
 Wait List

TI/GOL 5305308 - Proj. Mngt Principles&Tools **1**

Course offered in English

Note(s):
Cours open to students who have completed all of Phases 1 and 2 courses.

Equivalent courses:
(do not attend this course if you successfully achieved one of those)
5300308 **2**

Class Nb/Section	Details				Instructor	Status
	Session	Units	Available	Wait	TBA	<input checked="" type="checkbox"/>
	Period 5	1.5	40	0		
	Day	Hour	Date	Building, Room		
(2743) / A01 4	Tuesday	12:00 - 15:00	2010-03-09 to 2010-04-13	Location: TBA		
	Exams	Day	Hour	Date	Building, Room	
	Final	Tuesday	12:00 - 15:00	2010-04-20	Location: to be announced	5

1 of 1

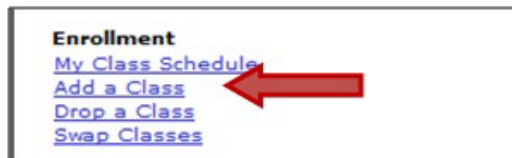
Enrol in a class (Add a class)



To enrol, the registration period must be open (dates and times vary from one program to another. See the **My registration period** section).

Before the registration period, it is recommended that you select your classes (see the **Search for Classes** section) and make sure there are no **class or exam scheduling conflicts**.

To enrol in one or more classes, click on the **Add a Class** link in the **Enrolment** section of the main HEC en ligne menu.



There are three steps.

- 1 Select a term and a program. Select and add classes **one by one** to your shopping cart.
- 2 Apply for enrolment in the classes in your shopping cart.
- 3 Check the enrolment status for each class (Success, Error).

IMPORTANT: If you do not complete Step , all the classes in your shopping cart will be lost and **you will not be enrolled**. You will have to start over at

Step  and select your classes again.

ADD A CLASS – SHOPPING CART

Select a term and a program and click on the green "**change**" button.

(Only the terms and programs in which you are authorized to enrol or are already enrolled will be displayed.)

There are **two ways** to select a class:

by class number (4- or 5-digit code).
by catalogue number (e.g. 52-251-08) or using certain criteria.

Option 1: Enter a **Class Number** and click on the green “enter” button.

You must specify the number of the class in which you wish to enrol (4- or 5-digit code corresponding to the catalogue number and section of the term). For example, class number 4540 corresponds to catalogue 52-251-08, section C03 in the fall 2009 term.

You can get this class number when you are selecting your classes (see the **Search for Classes** section) before or during the registration period.

The class number lets you select a class more quickly when you enrol.

my class schedule class search add drop swap

Add Classes

Shortcut Navigation Go to

Select Term Winter 2012 > Master's Degree refresh

Search for Class Search for Classes search

OR

Class Number 4540 enter
(4 or 5 digits, ex: 2168)

Winter 2012 Enrollment Shopping Cart
Your enrollment shopping cart is empty.

You are not registered for classes in this term.

Option 2: Click on the green “search” button.

This option lets you search for a class **by catalogue number** (e.g. 5225108 is the catalogue number 52-251-08 associated with the Corporate Finance I class).

This option lets you find a class **using certain criteria** (e.g. day of the week, subject). You must specify **two criteria**.

For language tests (e.g. HECTOPE, ORTHOGRAM), select **Test** and check off “Open Classes Only” to obtain the list. (For more details on these tests, see <http://www.hec.ca/qualitecomm/inscription.html>)

Click on the green “**SEARCH**” button to launch your search.

IMPORTANT:

The **Open Classes Only** option has not been checked. This means that the results displayed will include both open and closed classes. If you want information only on open classes, please check this option.

If more than 50 classes meet your criteria, you will see the following message: “Your search will return over 50 classes. Would you like to continue?” Click on **OK**.

The screenshot shows a web form titled "Add Classes" with a sub-header "1. Select classes to add - Search for Classes". A red box highlights the "Catalog Number:" label. Below it is a text input field and a "begins with" dropdown menu. Other fields include "Course Career:" (MBA), "Academic Organization:" (empty), "Course Subject:" (Finance), and an unchecked "Open Classes Only" checkbox. A green box highlights the "Additional Search Criteria" section, which contains "Meeting Time" (between two empty fields), "Day of Week" (Include Any Of These Days dropdown and checkboxes for Mon-Sun), "Course Title Keyword:" (empty), "Session:" (MBA only), and "Course offered in:" (checked for French, English, and Spanish). At the bottom, a red box highlights the green "SEARCH" button, along with "CLOSE" and "CLEAR CRITERIA" buttons.

Select the class you want by clicking on the **green arrow** in the **Select** column.

my class schedule class search add drop swap

Add Classes

1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

HEC Montréal | Fall 2009

The following classes match your search criteria Course Subject: Finance, Course Career: MBA. Show Open Classes Only: No

Open Closed Wait List

CLOSE START A NEW SEARCH

FINANCE 5220108 - Corporate Finance I

Course offered in French

Note(s):
Cours réservé aux étudiants ayant complété les cours de l'étape 1.

Equivalent courses:
(do not attend this course if you successfully achieved one of those)
5120196, 5125100, 5220102, 5225102, 5225102R, 5225108, 5225108R.




Class Nb/Section	Details	Instructor	Status	Select												
	<table border="1"> <thead> <tr> <th>Session</th> <th>Units</th> <th>Available</th> <th>Wait</th> </tr> </thead> <tbody> <tr> <td>Period 3</td> <td>1.5</td> <td>40</td> <td>0</td> </tr> </tbody> </table>	Session	Units	Available	Wait	Period 3	1.5	40	0							
Session	Units	Available	Wait													
Period 3	1.5	40	0													
	<table border="1"> <thead> <tr> <th>Day</th> <th>Hour</th> <th>Date</th> <th>Building, Room</th> </tr> </thead> <tbody> <tr> <td>Tuesday</td> <td>13:30 - 16:30</td> <td>2009-11-24 to 2009-12-15</td> <td>Location: TBA</td> </tr> <tr> <td>Tuesday</td> <td>13:30 - 16:30</td> <td>2010-01-05 to 2010-01-12</td> <td>Location: TBA</td> </tr> </tbody> </table>	Day	Hour	Date	Building, Room	Tuesday	13:30 - 16:30	2009-11-24 to 2009-12-15	Location: TBA	Tuesday	13:30 - 16:30	2010-01-05 to 2010-01-12	Location: TBA	Margolaine Naud	Open	←
Day	Hour	Date	Building, Room													
Tuesday	13:30 - 16:30	2009-11-24 to 2009-12-15	Location: TBA													
Tuesday	13:30 - 16:30	2010-01-05 to 2010-01-12	Location: TBA													
	<table border="1"> <thead> <tr> <th>Exams</th> <th>Day</th> <th>Hour</th> <th>Date</th> <th>Building, Room</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>Saturday</td> <td>13:30 - 16:45</td> <td>2010-01-16</td> <td>Location: to be announced</td> </tr> </tbody> </table>	Exams	Day	Hour	Date	Building, Room	Final	Saturday	13:30 - 16:45	2010-01-16	Location: to be announced					
Exams	Day	Hour	Date	Building, Room												
Final	Saturday	13:30 - 16:45	2010-01-16	Location: to be announced												

Important:

Select the class in the desired language – French. English or Spanish.
(The class title will be displayed in the language of instruction.)

Take note of any information messages (Notes or Equivalent classes) under the class title.

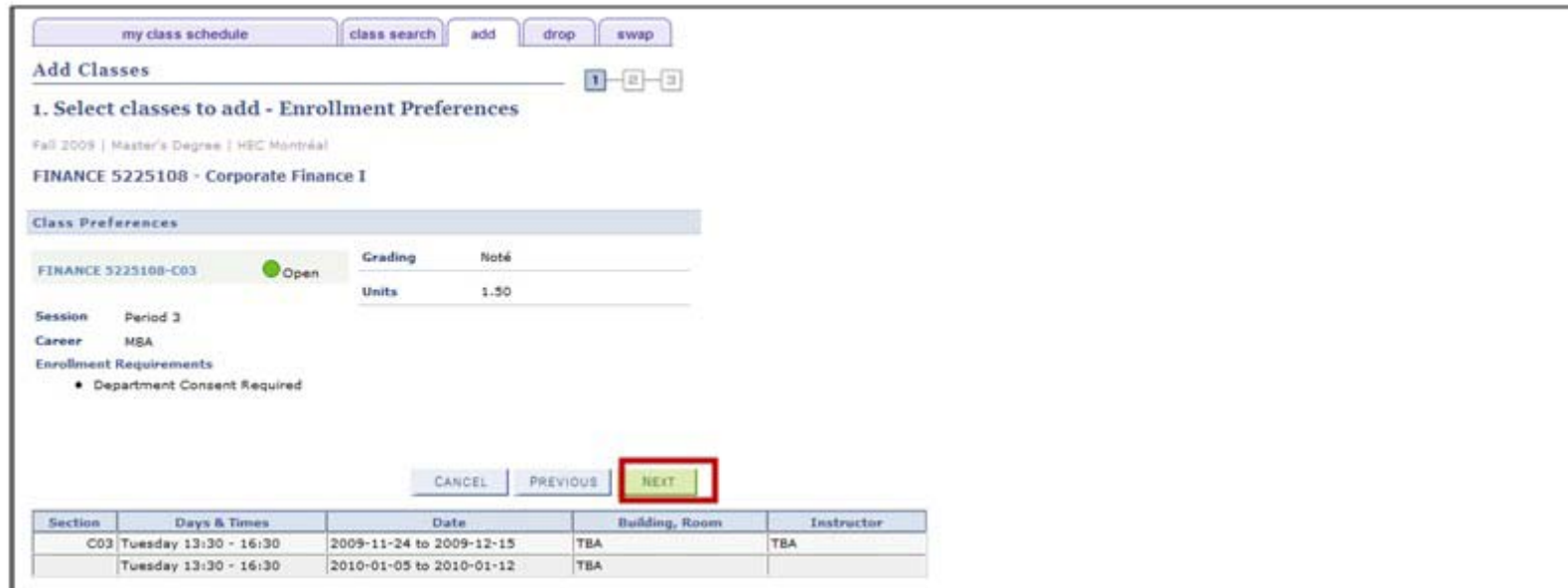
Check the class status.

 Open	You may enrol in this class.
 Closed	It is no longer possible to enrol in this class.
 Wait List	This class is full. You may apply to enrol in this class, and will be notified as soon as a place becomes available. Important: Make sure there is no class or exam scheduling conflict between this class and your other classes. If so, it will not be possible for you to enroll in this class.

Check the examination dates for the class, to avoid class and exam scheduling conflicts with your other classes.

Exams are not necessarily held at the same time and on the same day as the corresponding class.

The class you chose with option 1 (class number) or option 2 (catalogue number or criteria) is displayed in the screen below. Click on the green **NEXT** button to add this class to your shopping cart.



my class schedule class search add drop swap


Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Fall 2009 | Master's Degree | HEC Montréal

FINANCE 5225108 - Corporate Finance I

Class Preferences

FINANCE 5225108-C03  Open

Grading Noté

Units 1.50

Session Period 3

Career MSA

Enrollment Requirements

- Department Consent Required

CANCEL PREVIOUS **NEXT**

Section	Days & Times	Date	Building, Room	Instructor
C03	Tuesday 13:30 - 16:30	2009-11-24 to 2009-12-15	TBA	TBA
	Tuesday 13:30 - 16:30	2010-01-05 to 2010-01-12	TBA	

- The class is added to your shopping cart but **you are not yet enrolled** in the class.



To add another class to your shopping cart, you must start over at Step **1**

2

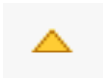
If you want to remove a class from your shopping cart, click on the **Delete** icon (garbage can).

3

If you have **finished selecting your classes**,

click on the green **PROCEED TO STEP 2 OF 3** button (to proceed to Step **2** and submit your class selection for enrolment).

IMPORTANT:



You will be "Waitlisted" for a class when the maximum number of enrolments for the class has been reached. The system will enrol you automatically as soon as a place opens up and you are authorized to enrol (e.g. no scheduling conflicts, you have the class prerequisites, etc.).

Delete	Class	Description	Schedule	Units	Status
	FINANCE 5225108-C03 (4540)	Corporate Finance I	Tuesday 13:30 - 16:30 2009-11-24 to 2009-12-15 Location: TBA Tuesday 13:30 - 16:30 2010-01-05 to 2010-01-12 Location: TBA	1.50	



SUBMIT CLASSES IN YOUR SHOPPING CART FOR ENROLMENT

To submit the classes in your shopping cart for enrolment, click on the green “**FINISH ENROLLING**” button.

IMPORTANT: If you do not submit the classes in your shopping cart for enrolment, all the classes in your shopping cart will be lost and **you will not be enrolled**. You will have to start over at Step 1

my class scheduleclass searchadddropswap

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2009 | Master's Degree | HEC Montréal

● Open■ Closed▲ Wait List

Class	Description	Schedule	Units	Status
FINANCE 5225108-C03 (4540)	Corporate Finance I	Tuesday 13:30 - 16:30 2009-11-24 to 2009-12-15 Location: TBA Tuesday 13:30 - 16:30 2010-01-05 to 2010-01-12 Location: TBA	1.50	●

CANCEL PREVIOUS FINISH ENROLLING



CHECK THE ENROLMENT STATUS OF YOUR CLASSES

Check the enrolment status of each class selected. It is important that you read any message applying to each class.

- ✓ Success. You are enrolled in this class.
- ✗ Error. It is not possible to enrol you in this class (e.g. because of a **scheduling or exam conflict** with one or more of the classes already selected, because **you lack the prerequisites**, or because this class requires **special permission** from your administration).

The screenshot shows a web interface for adding classes. At the top, there are navigation buttons: 'my class schedule', 'class search', 'add', 'drop', and 'swap'. Below these is the title 'Add Classes' and a progress indicator with three steps, where the third step is active. The main heading is '3. View results'. The text below reads 'View the following status report for enrollment confirmations and errors:'. The report is for 'Winter 2012 | Master's Degree | HEC Montréal'. It shows a summary with a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. Below this is a table with three columns: 'Class', 'Message', and 'Status'. The 'Message' and 'Status' columns are circled in red. The table contains one row for 'MNGT 5341510' with a message: 'Message: You have already taken this or an equivalent course. For mutually exclusive courses, see the list for your program.' and a green checkmark in the 'Status' column. At the bottom right of the interface is a button labeled 'MY CLASS SCHEDULE'.

Class	Message	Status
MNGT 5341510	Message: You have already taken this or an equivalent course. For mutually exclusive courses, see the list for your program.	✓

IMPORTANT: To consult the list of classes in your file, click on the **MY CLASS SCHEDULE** button.
If the status shows an error (✗), the **“ADD ANOTHER CLASS”** button will be available.
Click on this button to replace any classes in which you cannot enrol with another class.
(Do not use the **“FIX ERRORS”** button.)



Class schedule

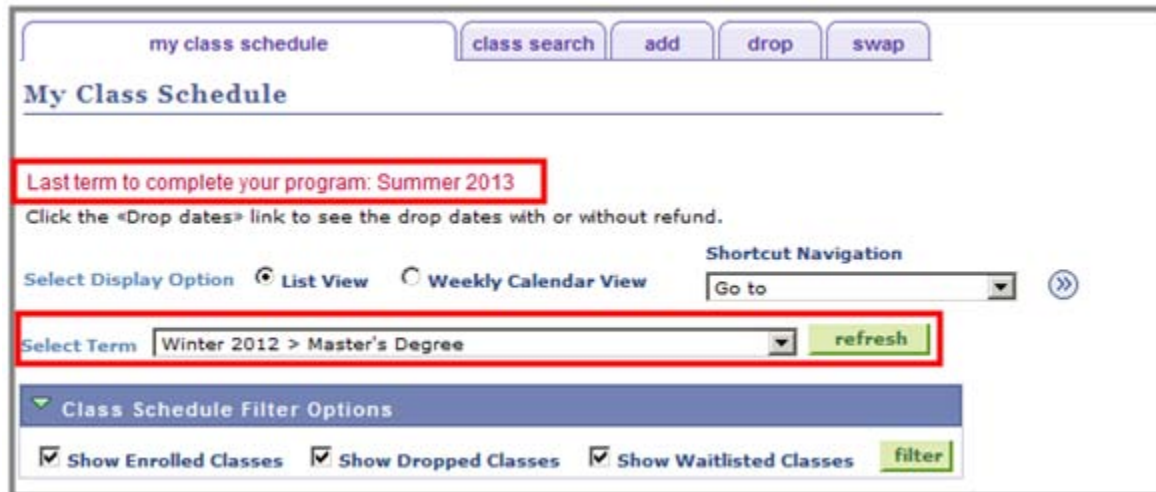


To consult your class and exam schedule or find out the last term in which you can complete your program, click on the **My Class Schedule** link in the **Enrolment** section of the main HEC en ligne menu.



Select a term and a program of study, and click on the green “refresh” button.

(Only the terms and programs in which you are authorized to enrol or are already enrolled will be displayed.)



My Class Schedule gives you the list of classes you have selected for a given term. For each class you can see:

1

Class status: ENROLLED, WAITING, WITHDRAWN (dropped by student), DROPPED (section cancelled by HEC).

2

Number of credits.
Class grade AB (Withdrawal), E (Fail), A, B, B+, etc.).

3

Class schedule (the room and instructor will be available before the class starts).

4

Exam schedule (the room and alphabetical distribution (e.g. A to LAIA) will be available a few weeks before the exams).

5

For more details on classes or waitlists, click on the section number (e.g. J01).

6

For information on deadlines for dropping a class, click on the "Drop dates" icon.

The screenshot displays three course entries with the following details:

FINANCE 5225108 - Corporate Finance I
 Status: Withdrawn | Session: Period 3 | Units: 1.50 | Grading basis: Noté | Grade: AB | Drop dates: [Icon]

Class Nbr	Section	Schedule			Instructor
		Day	Hour	Date	Building, Room
4540	C02	Tuesday	13:30 - 16:30	2009-11-24 to 2009-12-15	TBA
		Tuesday	13:30 - 16:30	2010-01-05 to 2010-01-12	Location: TBA
		Exams			
		Final	Saturday	13:30 - 16:45	2010-01-16 Location: to be announced

MARK 5215102 - Marketing Management
 Status: Enrolled | Session: Period 3 | Units: 1.50 | Grading basis: Noté | Grade: [Icon]

Class Nbr	Section	Schedule			Instructor
		Day	Hour	Date	Building, Room
3453	C02	Thursday	8:30 - 11:30	2009-11-26 to 2009-12-17	TBA
		Thursday	8:30 - 11:30	2010-01-07 to 2010-01-14	Location: TBA
		Exams			
		Final	Saturday	09:00 - 12:00	2010-01-16 Location: to be announced

TI 5070100 - Business Software
 Status: Waiting | Waitlist Position: 1 | Session: Period 1 | Units: 1.00 | Grading basis: Hors programme | Grade: [Icon]

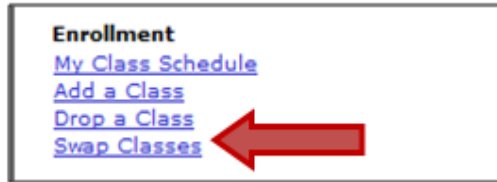
Class Nbr	Section	Schedule			Instructor
		Day	Hour	Date	Building, Room
3166	E01	Wednesday	8:30 - 17:00	2009-07-08	TBA
		Thursday	8:30 - 17:00	2009-07-09	Location: TBA

Swap a Class



This option lets you replace a class already on your schedule with another.


To swap classes, click on the **Swap Classes** link in the **Enrollment** section of the main HEC en ligne menu.



IMPORTANT:

If you are "Waitlisted" () for the **class to be swapped**, you will not be able to swap it.

You must **drop** this class (see the *Drop a Class* section) and then **add** a new class (see the *Add a Class* section).


If the **replacement class** is full, you will be waitlisted () for this class.

You will remain enrolled in the class you want to swap until a place becomes free in the replacement class.

When a place becomes free, the class to be swapped will automatically be dropped and will not longer appear in your *class schedule*. The replacement class will show a status of "ENROLLED".

There must be no **class or exam scheduling conflicts** between the replacement class and your other classes.

- Select a term and a program and click on the green “refresh” button.
(Only the terms and programs in which you are authorized to enrol or are already enrolled will be displayed.)
- Select the **class to be swapped**,
 - In the **Swap This Class** section, select a class in the **Select from your schedule** scroll-down list.

(If the class to be swapped is not in this list, make sure you have selected the right term and that you are not waitlisted () for the class.)
- Select a **replacement class**,
 - In the section **With This Class**, select a class (For more details, see the **Search for Classes** section, above).

my class schedule class search add drop swap

Swap a Class

1

Shortcut Navigation Go to

Select Term Winter 2012 > Master's Degree refresh

Swap This Class

Select from your schedule MNGT 5340302: Organizational Design & Theory

With This Class

Search for Class Search for Classes search

----- OR -----

Class Number enter
(4 or 5 digits, ex:2168)

▶ My Winter 2012 Class Schedule

To confirm your selection, click on the “FINISH SWAPPING” button.

Otherwise, click on the “CANCEL” button.

Swap a Class 1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2009 | Master's Degree | HEC Montréal

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Schedule	Units	Status
MARK_5215102-C03 (3453)	Marketing Management	Thursday 8:30 - 11:30 2009-11-26 to 2009-12-17 Location: TBA Thursday 8:30 - 11:30 2010-01-07 to 2010-01-14 Location: TBA	1.50	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Schedule	Units	Status
MOG_5065209-J01 (3164)	An Introduction to Statistics	Friday 8:30 - 11:30 2009-09-11 Location: TBA Monday 8:30 - 11:30 2009-09-14 to 2009-10-05 Location: TBA	1.00	<input checked="" type="checkbox"/>

Check the enrolment status of the replacement class. It is important to read this message.

- ✓ Success: The classes have been swapped.
- ✗ Error. Unable to add this class to your schedule.

my class schedule class search add drop swap

Swap a Class

1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Winter 2012 | Master's Degree | HEC Montréal

✓ Success: Classes were swapped ✗ Error: Unable to swap class

Class	Message	Status
Swap MNGT 5340302 with INTERNAT 5303807	This class has been replaced.	✓

MY CLASS SCHEDULE

IMPORTANT: To see the changes in your list of classes, click on the “**MY CLASS SCHEDULE**” button.

If the status shows an error (✗), the “**SWAP ANOTHER CLASS**” button will be available.

Click on this button to choose another replacement class for the class you want to swap.

MY CLASS SCHEDULE SWAP ANOTHER CLASS

Drop a Class



To drop a class, click on the **Drop a Class** link in the **Enrolment** section of the main HEC en ligne menu.




IMPORTANT: Check the drop dates before dropping a class, to make sure you understand the impact on your grades and tuition refunds.

Withdrawal – removed from file Classes dropped by this date will be removed from your university file.
Tuition refunded.

Withdrawal with penalty Classes dropped by this date will appear on your transcript with a penalty (AB – withdrawal).
No tuition refunded.

Withdrawal with severe penalty Last authorized date to drop a class. Classes dropped by this date will appear on your transcript with a severe penalty (E – Failure).
No tuition refunded.

Click on the “Drop dates” icon in **My Class Schedule** to see these dates.

FINANCE 5225108 - Corporate Finance I						
Status	Session	Units	Grading basis	Grade	Drop dates	
Withdrawn	Period 3	1.50	Noté	AB		
Class Nbr.	Section	Schedule				Instructor
4540	C03	Day	Hour	Date	Building, Room	TBA
		Tuesday	13:30 - 16:30	2009-11-24 to 2009-12-15	Location: TBA	
		Tuesday	13:30 - 16:30	2010-01-05 to 2010-01-12	Location: TBA	
Exams	Day	Hour	Date	Building, Room		
Final	Saturday	13:30 - 16:45	2010-01-16	Location: to be announced		

Click on the **Drop** tab.

Select a term and a program and click on the green “refresh” button.

Select the class or classes to be dropped (checkmark in the **Select** column).

Click on the green “**DROP CLASSES**” button.

my class schedule class search add drop swap

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Shortcut Navigation Go to

Select Term Fall 2009 refresh

Enrolled Dropped Wait Listed

Select	Class	Description	Schedule	Units	Status
<input checked="" type="checkbox"/>	MARK 5215102-C03 (3453)	Marketing Management	Thursday 8:30 - 11:30 2009-11-26 to 2009-12-17 Location: TBA Thursday 8:30 - 11:30 2010-01-07 to 2010-01-14 Location: TBA	1.50	✓
<input type="checkbox"/>	TI 5070100-F01 (3166)	Business Software	Wednesday 8:30 - 17:00 2009-07-08 Location: TBA Thursday 8:30 - 17:00 2009-07-09 Location: TBA	1.00	⚠

DROP CLASSES

To confirm your selection of classes to be dropped, click on the **FINISH DROPPING** button

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2009 | Master's Degree | HEC Montréal

Enrolled Dropped Wait Listed

Class	Description	Schedule	Units	Status
MARK 5215102-C03 (3453)	Marketing Management	Thursday 8:30 - 11:30 2009-11-26 to 2009-12-17 Location: TBA Thursday 8:30 - 11:30 2010-01-07 to 2010-01-14 Location: TBA	1.50	<input checked="" type="checkbox"/>

Check the status of each of your classes. It is important to read the message for each class.

- ✓ Success. You have dropped this class.
- ✗ Error. You cannot drop this class. A message will explain why.

Drop Classes 1 2 3

3. View results


View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2009 | Master's Degree | HEC Montréal

✓ Success: dropped ✗ Error: unable to drop class

Class	Message	Status
MARK 5215102	Success: This class has been removed from your schedule.	✓

[MY CLASS SCHEDULE](#)



IMPORTANT: To see the changes in your list of classes, click on the **“MY CLASS SCHEDULE”** button. If the status shows an error (✗), the **“DROP ANOTHER CLASS”** button will be available.

Click on this button to replace the class for which there is an error with another class. (Do not use the “FIX ERRORS” button.)

[MY CLASS SCHEDULE](#) [DROP ANOTHER CLASS](#) [FIX ERRORS](#)

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