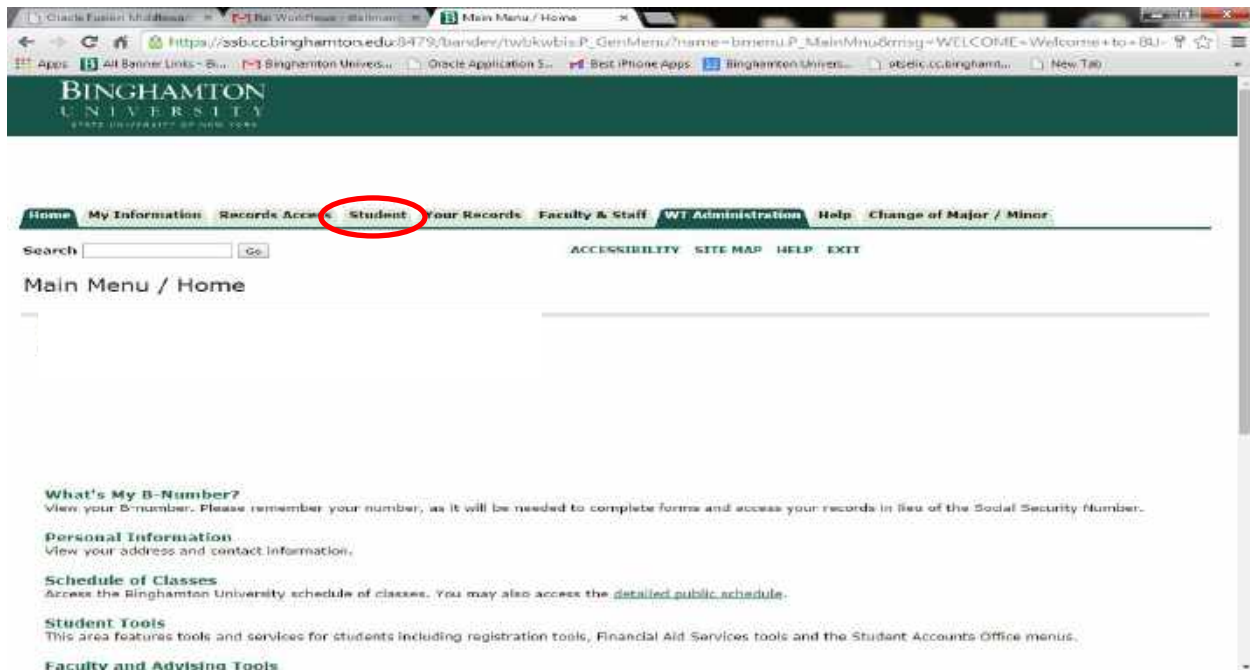


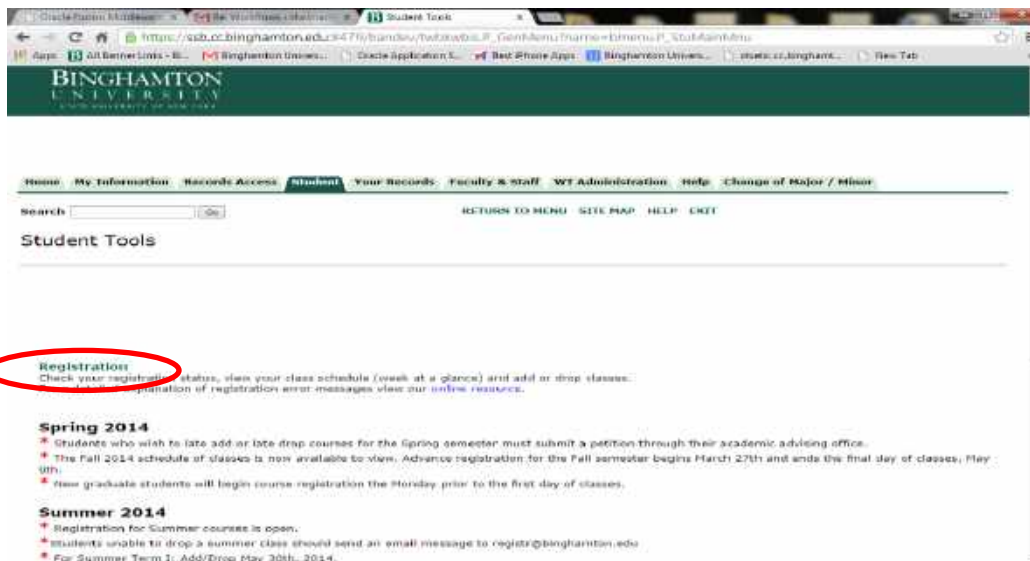
Late Course Add/Drop/Withdrawal Petition Process

Click the **Student** tab in BU BRAIN Self Service.



The screenshot shows the Binghamton University BRAIN Self Service main menu. The navigation tabs are: Home, My Information, Records Access, **Student** (circled in red), Your Records, Faculty & Staff, WT Administration, Help, and Change of Major / Minor. Below the navigation bar is a search field and a 'Go' button. The main content area is titled 'Main Menu / Home' and contains several sections: 'What's My B-Number?', 'Personal Information', 'Schedule of Classes', 'Student Tools', and 'Faculty and Advising Tools'.

Click the **Registration** menu item.



The screenshot shows the 'Student Tools' page in the BRAIN Self Service system. The navigation tabs are: Home, My Information, Records Access, **Student** (circled in red), Your Records, Faculty & Staff, WT Administration, Help, and Change of Major / Minor. Below the navigation bar is a search field and a 'Go' button. The main content area is titled 'Student Tools' and contains several sections: 'Registration', 'Spring 2014', and 'Summer 2014'. The 'Registration' link is circled in red.

Registration
Check your registration status, view your class schedule (week at a glance) and add or drop classes. For a complete explanation of registration error messages view our [online resources](#).

Spring 2014

- * Students who wish to late add or late drop courses for the spring semester must submit a petition through their academic advising office.
- * The Fall 2014 schedule of classes is now available to view. Advance registration for the Fall semester begins March 27th and ends the final day of classes, May 9th.
- * New graduate students will begin course registration the Monday prior to the first day of classes.

Summer 2014

- * Registration for Summer courses is open.
- * Students unable to drop a summer class should send an email message to registr@binghamton.edu
- * For Summer Term 1: Add/Drop, May 30th, 2014.

Click the **Late Course Add/Drop/Withdrawal Petition** menu item.

Select Term
If you will be interacting with several menus, you are able to define the term you will be working with for your session.

Add or Drop Courses
Look up courses or add, drop or change grading options for your course enrollment.
To view important dates and deadlines please visit the [Registrar's website](#).

* Students with a Student Accounts hold wishing to withdraw from a course can do so by submitting the appropriate paperwork to the Office of Financial Aid and Student Records. The course withdrawal form is only available in the office, room SW 119. Office hours are Monday through Friday, from 9:30 a.m. to 5:00 p.m.

Look Up Classes
Access the grid/list view of the schedule of classes. When you are within your registration window, you are able to add classes directly from the search results.

My Week at a Glance
View your entire current schedule in an easy-to-use grid.

Student Detail Schedule
View all of the details of your registered classes, including instructor information.

Late Course Add/Drop/Withdrawal Petition
[Click here to petition to add, drop or withdraw](#) from a course after the deadline.

Change Grade Option
Students are able to change their grading option online through the BU Brain until **5 pm on March 28th**.

* Students wishing to change a grade option for a **Spring 2014** after the Deadline (March 28th) must file a general academic petition with their academic advising office.

General academic petition forms are available here:

- Harpur
- Watson
- Decker School of Nursing
- School of Management: Available in the Office, Academic A, Room 142
- CCPA: Available in the Office, Engineering Building, EBS4 or by email.

Select the term of the course you wish to add, drop or withdraw from.

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Return to Menu | Late Add/Withdrawal | [] | Exit | 1.0.0 (handev)

Student Petition request for Late Add/Withdrawal page

Term: ←

Late Course Withdrawal

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self-Service BU Brain.

Status	CRN	Subj	Crow	Sec	Level	Cred	Grade Mode	Title
No data available in table								

Showing 0 to 0 of 0 entries

Dropping or Withdrawing from a Course

To **drop** or **withdraw** from a course click the appropriate checkbox next to the course.

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Return to Menu | Late Add/Withdrawal | Exit | 1.0.0 (beta dev)

Student Petition request for Late Add/Withdrawal page

Term: Summer 2014

Late Course Withdrawal

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self-Service BU Brain.

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
<input checked="" type="checkbox"/> **Web Registered** on MAR 26, 2014	12011	ENG	300U	01	Undergraduate	4	Honor Standard Letter	Down the Rabbit Hole
<input type="checkbox"/> **Web Registered** on APR 09, 2014	12012	ENG	300W	01	Undergraduate	4	Honor Standard Letter	Uncanny Boilies
<input type="checkbox"/> **Web Registered** on APR 14, 2014	13455	CDLI	331T	01	Undergraduate	4	Honor Standard Letter	Television Culture

Showing 1 to 3 of 3 entries

Total Credit Hours: 12

Late Course Add

Enter CRN's in the boxes below

If you need to look up information on a specific course, click the class search button. This will open a separate page to allow you to search the course catalog

Click **Submit Changes**

In the **Reason for Request** text field, enter the justification for the petition request. Be as specific as possible. **You may enlarge the field by dragging down the bottom right corner of the text field.**

Student Petition request for Late Add/Withdrawal page

Below is a list of the changes you have requested for the **Summer 2014** term.
Please fill in the the reason for your request in the comment boxes for each course change you are requesting.

TERMS AND CONDITIONS - PLEASE READ

University policy states all courses Dropped after the Add/Drop deadline will receive a grade of "W".

Please note that submission does not guarantee approval.

For late added courses, you will be liable for additional tuition/fees associated with that class.

For late dropped courses, there will not be a reduction in charges in accordance with the SUNY Board of Trustees policy.

You will also be liable for a \$20 late fee per change once your petition is approved.

NOTE: THIS IS A REQUEST FOR CONSIDERATION; APPROVAL IS NOT GUARANTEED
You should continue to attend your course(s) until you receive a decision.

If you have any questions, please contact the the Registrar by phone (607-777-6088 or email petition@binghamton.edu).

Courses with late withdrawal requests:

12011	ENG	300U-01	Down the Rabbit Hole	4	Cred Hrs	Erika Malkish
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Reason for request Enter reason here

[Continue with Request](#)

Click **Continue with Request**

Review your submission prior to submitting your request.

Student Petition request for Late Add/Withdrawal page

Review Submission Request

Below is a list of the changes you have requested for the **Summer 2014** term.
Please Review the changes you are requesting. Once this has been submitted you will be unable to make changes.

NOTE: THIS IS A REQUEST FOR CONSIDERATION; APPROVAL IS NOT GUARANTEED

For late added courses, you will be liable for additional tuition/fees associated with that class.
For late dropped courses, there will not be a reduction in charges in accordance with the SUNY Board of Trustees policy.
You will also be liable for a \$20 late fee per change once your petition is approved.

If you have any questions, please contact the Registrar by phone (607)-777-6600 or email petition@binghamton.edu.
If you are finished for the day, please be sure to log out to end your session. Thank you.

Courses with late withdrawal requests:
12011 ENG 300U-01 Down the Rabbit Hole 4 Cred Hrs. Erka Malkish
Reason for request: Enter Reason Here

[Submit Request](#)

Click **Submit Request**

Retain the final page for your records.

Student Petition request for Late Add/Withdrawal page

Thank you for your submission! Your request is currently being processed. You will be notified by email when a decision has been made. Please allow up to one week for a decision.

This information has been emailed to your Binghamton University email address for your records.
Emails have also been sent to each Instructor for further processing.

You may login to this application again to check the status of these requests.

If you have any questions, please contact the Registrar by phone (607)-777-6088 or email petition@binghamton.edu.

If you are finished for the day, please be sure to logout to end your session. Thank you.

Courses with WITHDRAWAL requests:
12011 ENG 300U-01 Down the Rabbit Hole 4 Cred Hrs. Erka Malkish
Reason for request: Enter reason here

Click **Late Add/Withdrawal** to check the status of your request. As the petition moves through the approval process, the **Status, Decision and Submission Date** will update appropriately.

The screenshot shows a web browser window with the URL https://securetest.binghamton.edu/adddrop_dev/CourseList.jsp. The page header features the Binghamton University logo and a navigation menu with options: "Return to Home", "Late Add/Withdrawal" (highlighted with a red circle), and "Exit".

The main content area is titled "Student Petition request for Late Add/Withdrawal page" and "Requests Already in progress". It contains a table with the following data:

Term	CRN	Title	Type	Status	Decision	Submission Date
201460	12011	Down the Rabbit Hole	Withdrawal Request	With Instructor	In progress	2014-09-09 14:27:29

Below the table, there is a "Terms" dropdown menu set to "Please select a term".

The section "Late Course Withdrawal" includes instructions: "Select courses from which you are requesting to withdraw by checking the box at the beginning of the row." and "Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self-Service BU Brain".

A table with columns: Status, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, Title. The table is currently empty, displaying "No data available in table".

Showing 0 to 0 of 0 entries

Adding a Course

Enter the CRN of the course(s) you wish to add in the **CRN fields**. If you do not know the CRN(s) of the course(s), you can find them by clicking on the **Class Search** button.

If the course has multiple components (i.e. Lecture and Lab) enter the CRNs for all parts of the course.

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Return to Menu | Late Add/Withdrawal | Exit | 1.0.0 (beta dev)

Student Petition request for Late Add/Withdrawal page

Term: Summer 2014

Late Course Withdrawal

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self Service BU Brain.

Status	CRN	Subj	Case	Sec	Level	Cred	Grade Mode	Title
No data available in table								

Showing 0 to 0 of 0 entries

Late Course Add

Enter CRN's in the boxes below

If you need to look up information on a specific course, click the class search button. This will open a separate page to allow you to search the course catalog.

[Submit Changes](#) [Class Search](#) [Reset](#)

Click **Submit Changes**.

Oracle Fusion Middleware | Inbox (2,085) - stallman@... | Student Petition request f... | Class Schedule Listing | Blucian Degree Works - ...

https://securetest.binghamton.edu/adddrop_dev/CourseList.jsp?term=201460&ts=1410293897587

Apps | All Banner Links - 8... | Binghamton Univer... | Oracle Application S... | Best iPhone Apps | Binghamton Univer... | otcolic.cc.binghamt... | New Tab

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Return to Menu | Late Add/Withdrawal | [Redacted] | Exit | 1.0.0 (bendev)

Student Petition request for Late Add/Withdrawal page

Term: Summer 2014

Late Course Withdrawal

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self-Service BU Brain.

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
No data available in table								

Showing 0 to 0 of 0 entries

Late Course Add

Enter CRN's in the boxes below

If you need to look up information on a specific course, click the class search button. This will open a separate page to allow you to search the course catalog

12124

Submit Changes | [Class Search](#) | [Reset](#)

In the **Reason for Request** text field, enter the justification for the petition request. Be as specific as possible. **You may enlarge the field by dragging down the bottom right corner of the text field.**

Student Petition request for Late Add/Withdrawal page

Below is a list of the changes you have requested for the **Summer 2014** term.
Please fill in the the reason for your request in the comment boxes for each course change you are requesting.

TERMS AND CONDITIONS - PLEASE READ

University policy states all courses Dropped after the Add/Drop deadline will receive a grade of "W".

Please note that submission does not guarantee approval.

For late added courses, you will be liable for additional tuition/fees associated with that class.

For late dropped courses, there will not be a reduction in charges in accordance with the SUNY Board of Trustees policy.

You will also be liable for a \$20 late fee per change once your petition is approved.

NOTE: THIS IS A REQUEST FOR CONSIDERATION; APPROVAL IS NOT GUARANTEED
You should continue to attend your course(s) until you receive a decision.

If you have any questions, please contact the the Registrar by phone (607-777-6088 or email petition@binghamton.edu).

Courses with late withdrawal requests:

12011	ENG	300U-01	Down the Rabbit Hole	4	Cred Hrs	Erika Malkish
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Reason for request

[Continue with Request](#)

Click **Continue with Request**

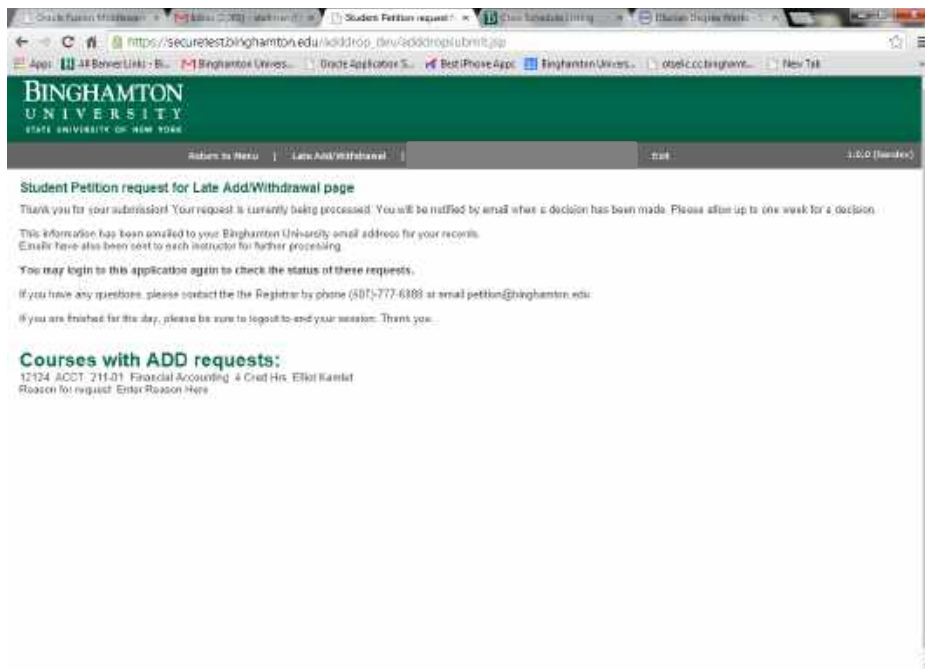
Review your submission prior to submitting your request.

The screenshot shows a web browser window with the following content:

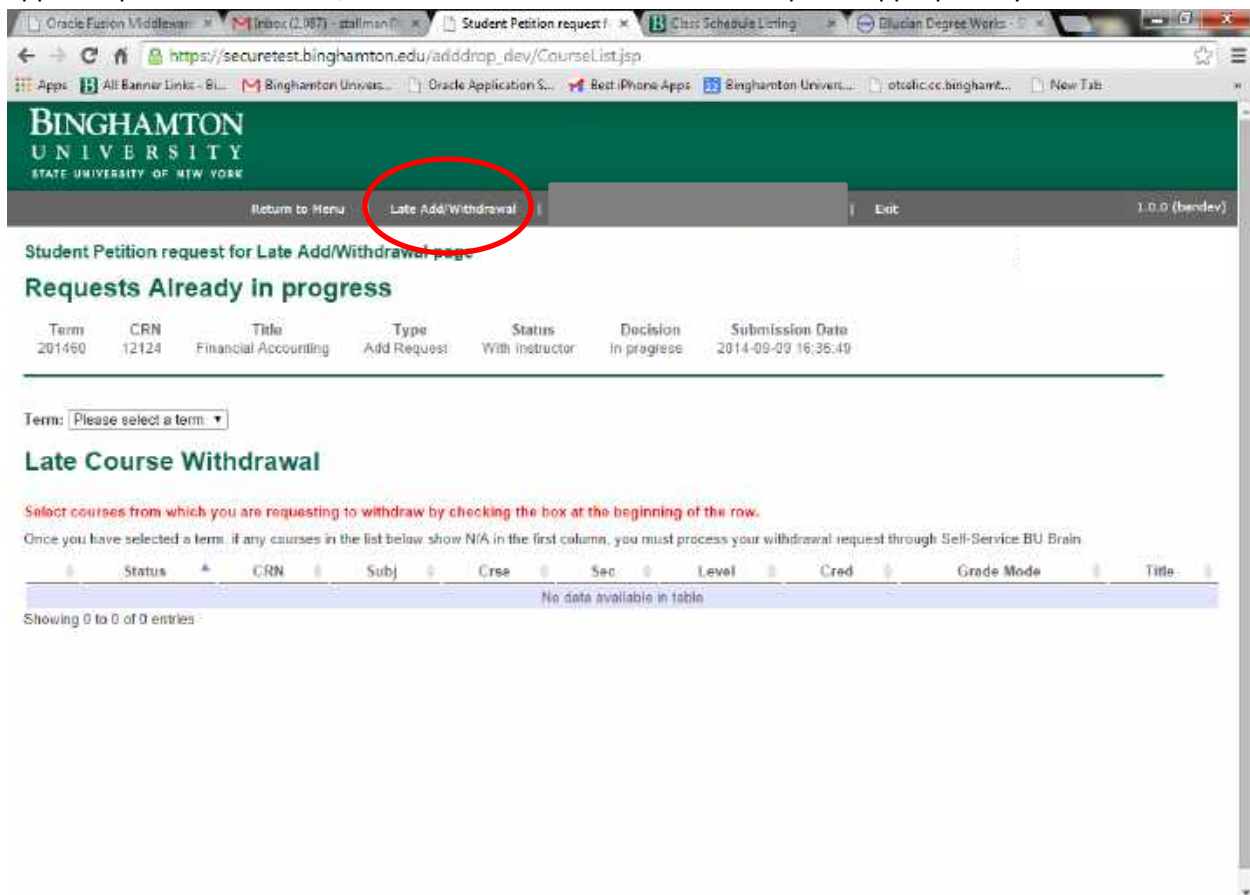
- Browser tabs: Oracle Fusion Middleware, Inbox (2,065) - stallman..., Student Petition request f..., Class Schedule Listing, Blucian Degree Worl...
- Address bar: https://securetest.binghamton.edu/adddrop_dev/adddropconf.jsp
- Navigation bar: Apps, All Banner Links - Bl..., Binghamton Univer..., Oracle Application S..., Best iPhone Apps, Binghamton Univer..., otolic.cc.binghamt..., New Tab
- Header: BINGHAMTON UNIVERSITY STATE UNIVERSITY OF NEW YORK
- Menu: Return to Menu | Late Add/Withdrawal | Exit 1.0.0 (bandev)
- Section: Student Petition request for Late Add/Withdrawal page
- Section: Review Submission Request
- Text: Below is a list of the changes you have requested for the **Summer 2014** term.
- Text: Please Review the changes you are requesting. Once this has been submitted you will be unable to make changes.
- Text: NOTE: THIS IS A REQUEST FOR CONSIDERATION; APPROVAL IS NOT GUARANTEED
- Text: For late added courses, you will be liable for additional tuition/fees associated with that class.
- Text: For late dropped courses, there will not be a reduction in charges in accordance with the SUNY Board of Trustees policy.
- Text: You will also be liable for a \$20 late fee per change once your petition is approved.
- Text: If you have any questions, please contact the the Registrar by phone (607)-777-6088 or email pet@binghamton.edu
- Text: If you are finished for the day, please be sure to log out to end your session. Thank you.
- Section: Courses with late add requests:
- Text: 12124 ACCT 211-01 Financial Accounting 4 Cred Hrs Elliot Kamlet
- Text: Reason for request: Enter Reason Here
- Text: [Submit Request](#) (with a red arrow pointing to it)

Click **Submit Request**

Retain a copy of the final submission for your records.



Click **Late Add/Withdrawal** to check the status of your request. As the petition moves through the approval process the **Status, Decision and Submission Date** will update appropriately.



***Look for your confirmation email via your BU email account.**

To: [student_email]
CC: petition@binghamton.edu
Subject: Your Late Add/Withdrawal requests

Thank you for your submission of the following request(s) for the [term] Semester. Your request is currently being processed. You may check the status of this request through the online add/drop request process. Please allow up to one week for a decision.

Courses with [add_drop] requests:
[crn] [subject] [course number]-[section number] [course title] [credit hours] [instructor name].

Please retain email for your records

***Your instructor may require additional information before approving the request. If this option is chosen you will receive the following email. The petition will not be approved or denied until you meet with the instructor.**

To: [student_email]
CC: petition@binghamton.edu
Subject: Late Add/Withdrawal Instructor Request

Dear Student,

Your instructor for [course title], [term] Semester, has requested to see you. Please contact the instructor as soon as possible to facilitate further processing of your request.

If you have requested to drop or withdraw from a course, please continue to attend until the petition is approved. If the petition is denied, you are still responsible for the coursework and will be graded accordingly.

***If no action is taken by the instructor in three business days, both you and the instructor will receive a reminder email. Please contact the instructor directly if the request is outstanding.**

To: [student_email]
CC: petition@binghamton.edu
Subject: Update on your Late Add/Withdrawal requests

Dear Student,

Your recent late [add_drop] petition is still pending because the instructor has not entered a decision on the following request:

[add_drop] for [term] Semester.
[crn] [subject] [course number] [course title]

Please contact the instructor at [instructor_email], directly to ensure a decision is made.

Please retain this email for your records.