# Adds and Drops App

## Purpose

The **Adds and Drops App** enables students (within the allowed timeframe), to add and drop modules without any penalties. Registration amendments are directly affected on the system or sent for approval.

The **Adds and Drops App** was developed for students (not distance and short course students) to amend their current module registration. Student request in terms of additional modules are sent for approval to the faculties via workflow.

## Steps for a student

1. Sign into the **Adds and Drops App** using your NWU number and network password
2. Make changes to your current year's module registration by:
    a. Selecting modules (part of your curriculum) not yet selected
    b. Deselecting modules (already registered for)
3. Additional modules apart from what is prescribed by the programme could be added by
    a. Clicking on the view modules
    b. Entering data into any search fields
    c. Selecting the applicable module
4. Click on submit after adding a motivation (if you wish)

5. If this red ❗exclamation mark appears, you do not meet the requirements necessary to take the subject
6. Confirm your changes and that the changes lead to no timetable clashes
7. Click OK and await an email with the outcome of your amendment or request
8. When you receive proof of your amendment (registration) it is proof that your amendment was successful.

## Steps for the Faculty approver

1. On receiving a registration amendment request via email, click on the link in the email or navigate to or Action list on the DIY portal and the specific process as mentioned in the email.
2. Evaluate the request by reviewing:
    a. Changes to credits
    b. Summary of changes
    c. Comparing the before and after record.
3. Enter an official decision
4. Click on Approve of Reject

## Need help?

The **Adds and Drops App** is available in the DIY Services Portal. Open your browser and navigate to www.nwu.ac.za. Click on the "DIY Services" link in the page footer.

Sign in with your NWU number and network password. Click on the applicable section at the top of the page, just below the page header. Click on the **Adds and Drops App** icon.

To sign out, click on the "Logout" button in the page header.

For help regarding the **Adds and Drops App,** contact Bophelo Hobe at 018 299 4885 or send an email to Bophelo.Hobe@nwu.ac.za