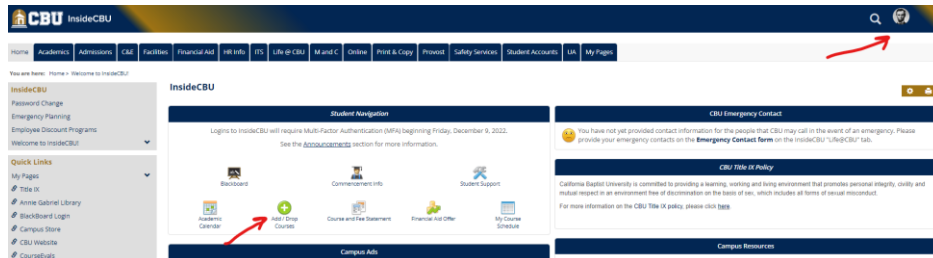


InsideCBU Adding and Dropping Classes

Adding Classes

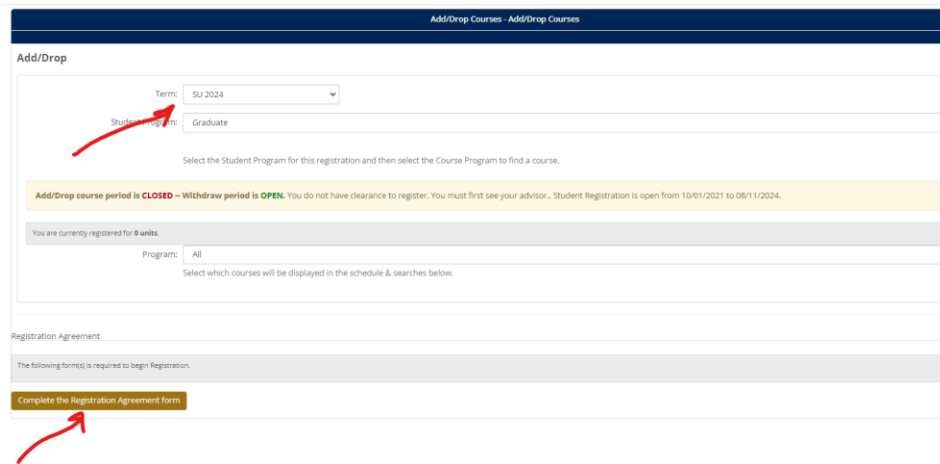
- 1) Go to InsideCBU and log in (in the upper right, using your ID and password), then click the **Add/Drop Courses** icon.



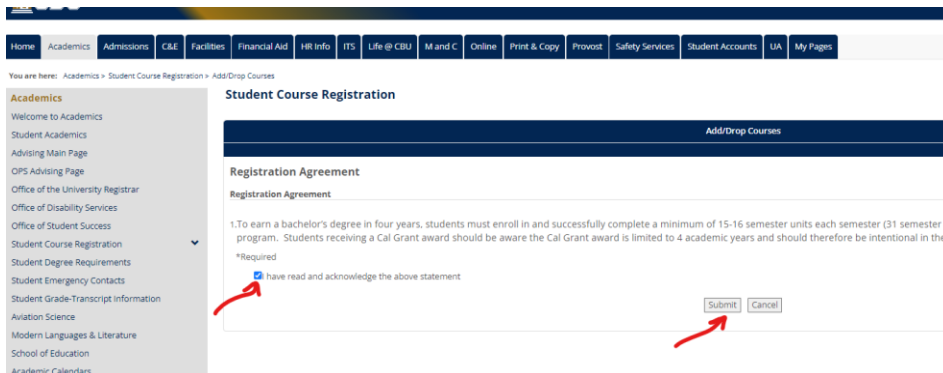
If, for any reason, you experience difficulties gaining access with your ID and/or password, contact IT at 951-343-4444 for password reset.

- 2) Click the Term: pull-down, select the term you would like to add classes into and wait for the screen to refresh (Summer 2024 = SU 2024, Fall 2024 = FA 2024, etc.).

After the screen refreshes, click the **Complete the Registration Agreement** button.



- 3) Acknowledge and click **Submit**.



- 4) When the screen refreshes, enter the **Course Code** of the class you would like to take (e.g. ENG562), with no spaces or dashes between the department prefix and class number. Then, click Search. **Do not click or enter anything else, just the Course Code.**

*(HELPFUL HINT: If you would like to limit your search to only open sections, you can click **More Search Options**, scroll down and select **Section Status** “Open”. This is optional, though.)*

The screenshot shows a 'Course Search' form with the following fields: Title (Beginns With), Course Code (Beginns With), Term (SU 2024), Department (All), and Program (All). The Course Code field contains 'ENG562'. A red arrow points to the 'Search' button, and another red arrow points to the 'ENG562' text in the Course Code field.

- 5) Click the **Add** box to the left of the **Course Code**, then click **Add Courses**.

The screenshot shows a table with the following columns: Add, Course code, Name, Note, Seats Open, Status, Units, Begin Date, and End Date. The first row is checked, and the 'Add Courses' button is highlighted with a red arrow.

Add	Course code	Name	Note	Seats Open	Status	Units	Begin Date	End Date	
<input checked="" type="checkbox"/>	ENG562-A	American Literature Post-1900		14 / 20	Open	Veltman, Laura / W 05:00-08:00PM; MAIN Campus, James Complex, Smart Classroom, 189 / Classroom Lecture	3.00	09/03/2024	12/11/2024

- 6) Once added, wait patiently for a confirmation.

Dropping Classes

- 1) To drop or withdraw a class, simply click the Drop box to left of the class you would like dropped, then click the **Drop Selected Courses** button, and again wait for a confirmation.

The screenshot shows a table with the following columns: Drop, Swap, Title, Title, Schedule, Location, and Units. The first row is selected, and the 'Drop Selected Courses' button is highlighted with a red arrow.

Drop	Swap	Title	Title	Schedule	Location	Units
<input type="checkbox"/>	<input type="radio"/>	ENG562-A	American Literature Post-1900	W 05:00-08:00PM	MAIN Campus James Complex 189	3.00
<input checked="" type="checkbox"/>	<input type="radio"/>	ENG584-A	Digital Literary Studies	T 04:00-07:00PM	MAIN Campus James Complex 171	3.00

Please note, you cannot drop your last class. If, for whatever reason, you need to drop all classes in a semester, please contact your Student Success Coach at <https://calbaptist.edu/FMSSC>.