HUB: Determine Add/Drop/Resign Course Deadlines

There are times when you will want to add, drop, or resign from a course. Doing any of these, however, may have financial consequences if you do not meet the deadline dates for these actions. This tutorial will go over ways you can determine the course deadline dates so that you can avoid any financial penalties.

Identifying Deadline Dates Using the Weekly Schedule

When you enter the HUB Student Center, you will see your weekly schedule at the top of the page. For each class listed on the schedule, you will see the Deadlines icon.

When you click the icon, you will then be brought to the deadline dates for that specific course.
Identifying Deadline Dates in Another Term

Depending on when you are looking at the deadline dates, there are times during the year that you will want to change semesters to view the deadline dates. To change semesters and view the deadline dates for that different term you’ll want to:

Select “Class Schedule” from the drop down box and hit the Go button.

Next, select which term you want and click the green Continue button.
You will then be presented with a list of the courses you are enrolled for the selected term. For each course, you will see the deadline icon. Clicking that icon will provide you the add/drop/resign course information.

This concludes this tutorial.