HOW TO ADD/DROP COURSES IN LEARN

1. Log into https://learn.weill.cornell.edu/ics. We recommend that you do not use Chrome as we have experienced errors with this platform. While you can search courses from the home page, you will not be able to add/drop courses without logging in first.

2. Select “Weill Cornell Medicine” as your primary institution.
3. Enter your CWID and password and click “Login.”

4. Select the correct term for registration.
5. Click “Add/Drop Courses.”
6. **Adding courses:** Select either “Doctor of Philosophy” or “Master of Science” in the division drop down. Then search by department, title, etc. If using course codes, put spaces between components and not periods – i.e. search for CMPB 5001 (not CMPB.5001). **Be sure to note the difference between the title search field and the course code search field!**

7. There will be boxes next to courses you may self-add. If you are interested in a course but there is no box next to the course, students will need to seek instructor permission to enroll in the course. Please forward all instructor approvals to registrar@med.cornell.edu.

8. **If you want to add a course**, click the “add” box on the left and then click “add courses.”

After adding or dropping a course, there will be a confirmation message on the screen and your updated term schedule will be displayed at the bottom of the page.
9. **To Drop Courses:** Go to the home page and click on “Add/Drop courses.” Click on the box on the left next to the course(s) to be dropped. Click “Drop Courses.”

10. **ALWAYS MAKE SURE TO REVIEW YOUR SCHEDULE AFTER YOU MAKE ANY CHANGES!**
    a. Log out (or close your browser) and back in to LEARN
    b. Click on the “Registrar” tab
    c. Click on “View Details” under “My Schedule”
    d. Make sure to review the correct terms!