HOW TO ADD/DROP COURSES IN LEARN

1. Log into [https://learn.weill.cornell.edu/ics](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. Log in using your CWID and password and click “Login.”

4. Select the “Registrar” tab and click on either “Add/Drop Courses” or “Course Search.” If you know the course numbers for which you want to register, use the “Add/Drop courses” link. If you want to browse, use “Course Search.”
5. **Using the Course Search screen:** we recommend this screen to
   a. Find a course when you don’t know the number.
   b. Find lab rotations by using the faculty dropdown.
   c. Browse the catalog — set the division to “Doctor of Philosophy” to browse PhD courses or “Master of Science” to browse masters level courses.

6. If you want to add a course, click the “add” box on the left and then click “add courses.”
7. **Using the Add/Drop screen:**
   a. Click “Add by Course Code” and make sure term is set correctly.
   b. Begin typing the course code for which you want to register, and then select the correct course from the drop down. You may register for up to 6 courses in the same term at once.
   c. Click “Add Courses.”

   **MAKE SURE TO SELECT CORRECT TERM!**

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.

8. **To Drop Courses:**
   a. Go to the Add/Drop page.
   b. Click on the box on the left next to the course(s) to be dropped.
   c. Click “Drop Courses.”