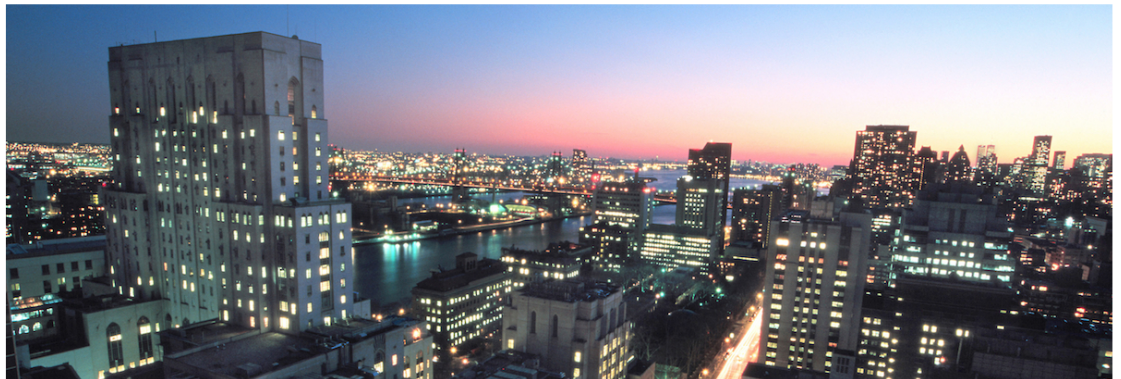


HOW TO ADD/DROP COURSES IN LEARN

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.

WCM Learn

Please select your **primary institution** from the list below.

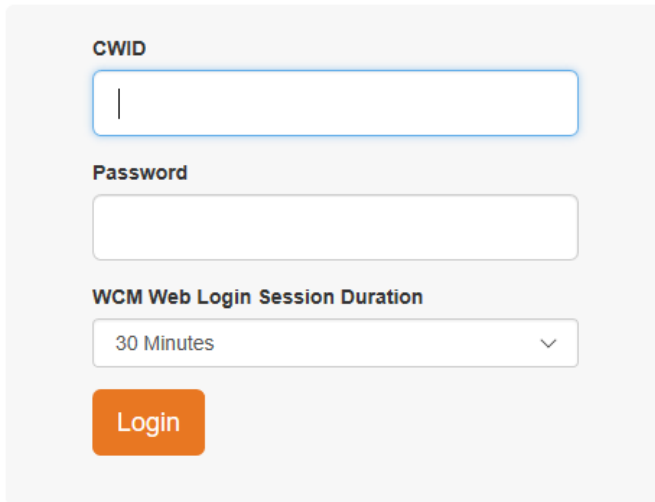
 Weill Cornell Medicine  Memorial Sloan Kettering Cancer Center LEARN Local Login

Remember my choice for:

ATTENTION: Select your **primary institution**. For instance, if you are a WCM grad or med student, regardless of whether or not you are doing rotations at

3. Log in using your CWID and password and click “Login.”

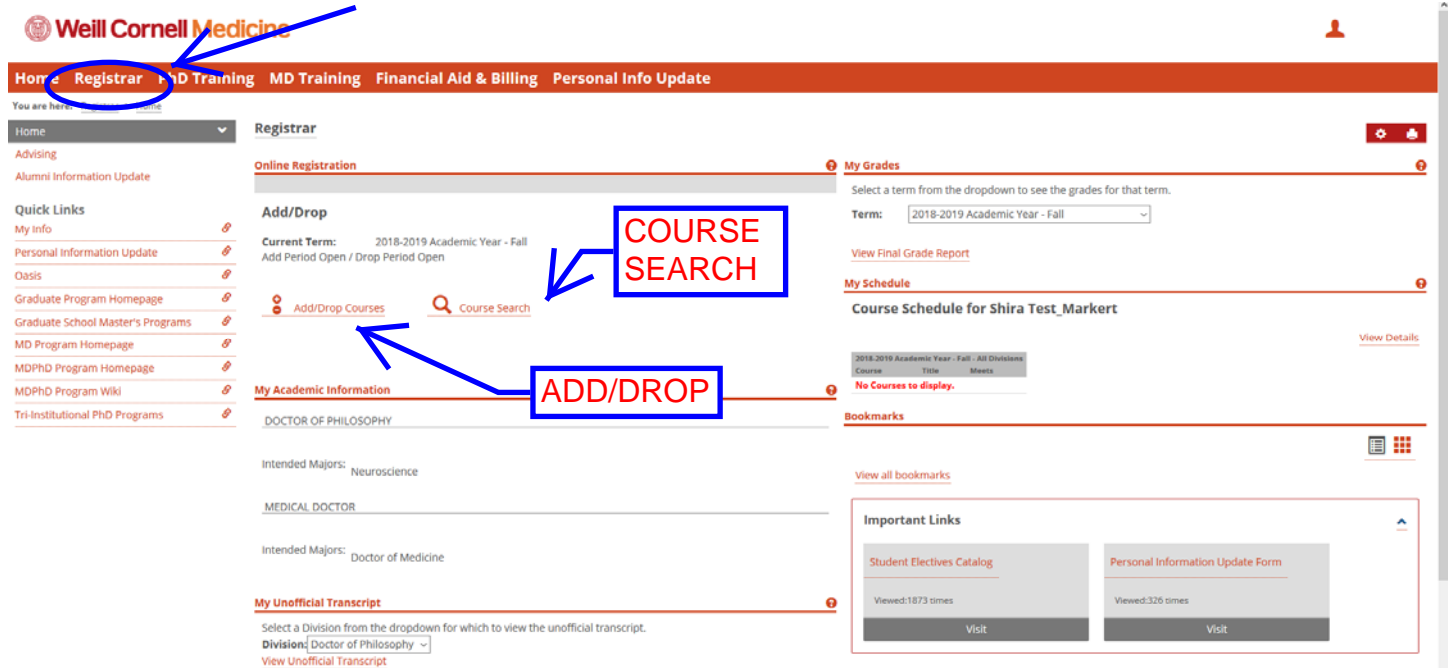
WCM Web Login



The login form contains the following fields and elements:

- CWID**: A text input field with a vertical cursor.
- Password**: A text input field.
- WCM Web Login Session Duration**: A dropdown menu currently set to "30 Minutes".
- Login**: An orange button.

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.”



The screenshot shows the Registrar page with several annotations:

- A blue circle highlights the **Registrar** tab in the top navigation bar.
- A blue box labeled **COURSE SEARCH** has an arrow pointing to the **Course Search** link.
- A blue box labeled **ADD/DROP** has an arrow pointing to the **Add/Drop Courses** link.

The page content includes:

- Online Registration** section with **Add/Drop** and **Course Search** options.
- My Grades** section with a term dropdown set to "2018-2019 Academic Year - Fall".
- My Schedule** section for "Shira Test_Markert" showing "No Courses to display."
- My Academic Information** section showing "DOCTOR OF PHILOSOPHY" and "Intended Majors: Neuroscience, MEDICAL DOCTOR, Doctor of Medicine".
- My Unofficial Transcript** section with a dropdown set to "Division: Doctor of Philosophy".
- Important Links** section with "Student Electives Catalog" (viewed 1873 times) and "Personal Information Update Form" (viewed 326 times).

Graduate School of the Medical Sciences

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.

Course Catalog - Course Search

Course Search

Access Electives Catalog

Term: 2018-2019 Academic Year - Fall

Division: All

Department: All

Title: Begins With

Course Code: Begins With ★ For example: CEPH(space)5041(space)01

Faculty: All

**MAKE SURE TO
SELECT CORRECT
TERM!**

**Set Division to "Doctor of Philosophy"
or "Master of Science"**

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

Online Registration - Results

Search Results

Search Again

Term: 2018-2019 Academic Year - Fall Division: Doctor of Philosophy Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		IAMP 5001 01	Fund Immunology & Microbiology I	Li, Ming Ndabahaliye, Duane	6/6	Open	TR 1:45 PM-4:30 PM;			
<input type="checkbox"/>		IAMP 5001 01	Fund Immunology & Microbiology	Li, Ming Kong, Chrissie Ndabahaliye, Duane	25/25	Open	TR 1:30 PM-4:30 PM;			
<input type="checkbox"/>		IAMP 9002 01	Seminars in Immunology	Rudensky, Alexander Ndabahaliye, Duane	25/25	Open	M 1:30 PM-2:30 PM;	0.00	8/27/2018	4/29/2019
<input type="checkbox"/>		IAMP 9505 02	ATI: Host-microbe Interactions &	Blander, Julie Magarian Kong, Chrissie Ndabahaliye, Duane	25/25	Open	W 1:00 PM-4:00 PM;	0.00	10/31/2018	12/14/2018
<input type="checkbox"/>		IAMP 9512 01	ATI: Lymphocyte De, Differentiation	Blander, Julie Magarian Schietinger, Andrea Kong, Chrissie Ndabahaliye, Duane	25/25	Open	W 1:00 PM-4:00 PM;	0.00	9/5/2018	10/19/2018
<input type="checkbox"/>		IAMP 9530 01	Immunology Research in Progress	Sun, Joseph Kong, Chrissie Ndabahaliye, Duane	25/25	Open	R 12:00 PM-1:00 PM;	0.00	8/27/2018	5/2/2019


**MAKE SURE TO
SELECT CORRECT
TERM!**

Graduate School of the Medical Sciences


7. Using the Add/Drop screen:

- Click “Add by Course Code” and make sure term is set correctly.
- 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.
- Click “Add Courses.”

Add/Drop

Term: 

Add Period Open / Drop Period Open
You are currently registered for **0 credits**.

[Access Electives Catalog](#) 

**MAKE SURE TO
SELECT CORRECT
TERM!**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

- BCMB 5001 01
- BCMB 5002 01
- BCMB 5004 02
- BCMB 5009 01

[Add Course\(s\)](#)  [More Search Options](#)

Your Schedule	Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>		LROT 5001 03 WCM	Lab Rotation: Dr. David Eliezer			0.00	Graduate School	Doctor of Philosophy

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:

- Go to the Add/Drop page.
- Click on the box on the left next to the course(s) to be dropped.
- Click “Drop Courses.”

Add/Drop

Term:


Add Period Open / Drop Period Open
You are currently registered for **0 credits**.

[Access Electives Catalog](#) 

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

- BCMB 5001 01
- BCMB 5002 01
- BCMB 5004 02
- BCMB 5009 01

[Add Course\(s\)](#)  [More Search Options](#)

Your Schedule	Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LROT 5001 03 WCM	Lab Rotation: Dr. David Eliezer			0.00	Graduate School	Doctor of Philosophy

[Drop Course\(s\)](#) 