

# How to Add, Drop and Withdraw from Courses

## How to Add Courses

1. In the same browser as your SHMS email is open in, go to <https://shms.populiweb.com>
2. Go to the “My Profile” tab in the red bar

The screenshot shows the user interface of the Sacred Heart Major Seminary Populi web application. At the top, there is a navigation bar with 'Home', 'Files', and 'Calendar'. Below this is a red header with the seminary's name and logo. A secondary navigation bar contains 'Home', 'My Profile' (highlighted with a yellow box), 'My Courses', and 'Directory'. Below the navigation is a grey bar with 'Dashboard', 'To-Dos', 'Groups', 'Links', and 'Forms'. The main content area is divided into four sections: 'Alerts' with a notification about Populi Notifications, 'Events' showing no events in the next seven days, 'The Feed' which is empty, and 'Courses' with a dropdown menu set to 'Current Courses' and a message that no courses were returned. At the bottom, there is a footer with links for Terms of Service, Acceptable Use Policy, Support, System Status, and copyright information for Populi 2025.

3. Go to the “Registration” tab in the grey bar. Note, this tab will only be available when there is an open registration period. If you do not see the registration tab, that means there are no open registration periods at that time.

The screenshot shows the user profile page for Giovanni Studenti. The 'Registration' tab is highlighted in the grey navigation bar. The profile includes a profile picture, the user's name, and their undergraduate status: 'Undergraduate: First Year - Bachelor of Arts in Pastoral Theology'. Below the navigation tabs, there is a 'Contact Info' section with the following details: Home (555) 555-1212, School (555) 555-1212, and School 2701 W. Chicago Blvd. Detroit, MI 48206 USA. There are also icons for adding a bio and a clock icon showing the local time as 6:47 PM.

- If you scroll down to the Registration page, you will see a list of courses that you are eligible to register for. The list filters out classes that you are not eligible to take due to prerequisite or other program constraints. If you want to see all courses, change the “Show” filter setting to “All Courses”. This will show you all the courses in your eligible program (undergraduate, graduate or licentiate). Find the class you would like to register for and click the green plus symbol next to that class.

**Courses Offered**

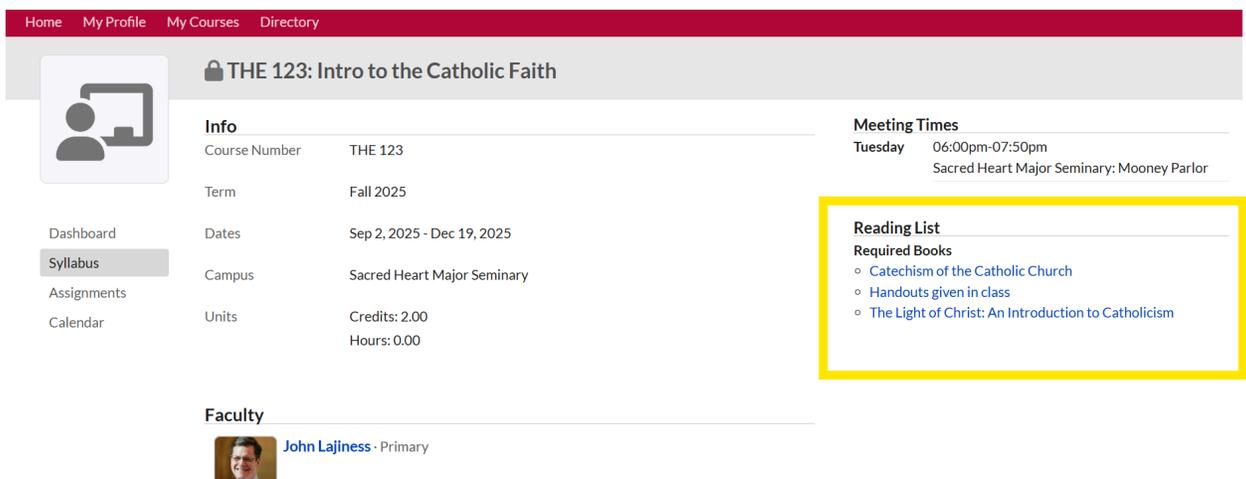
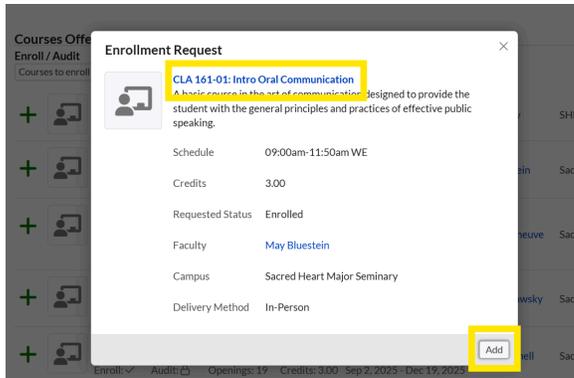
Enroll / Audit	Show	Department	Delivery Method
Courses to enroll in	Available courses with no conflicts	All	All
  CLA 161-01: Intro Oral Communication	Available courses with no conflicts		
  HEB 123-01: Hebrew Language I	Available courses		
  HUM 302-01: Western Art	All courses		
  LAT 121-01: Introductory Latin I			

If you want to register to audit a class, change the “Enroll/Audit” Filter to “Courses to Audit”, choose the class you would like to Audit” and click the green plus symbol next to that class.

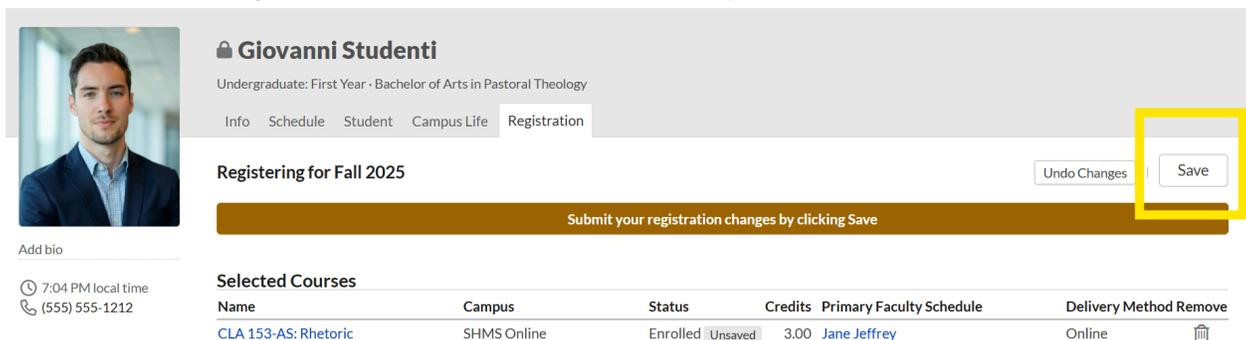
**Courses Offered**

Enroll / Audit	Show	Department	Delivery Method
Courses to audit	Available courses with no conflicts	All	All
  PHL 225-01: Ancient Philosophy			
  PHL 242-01: Modern Philosophy			
  PHL 250-01: Logic			
  PHL 350-01: Philosophy of Nature			

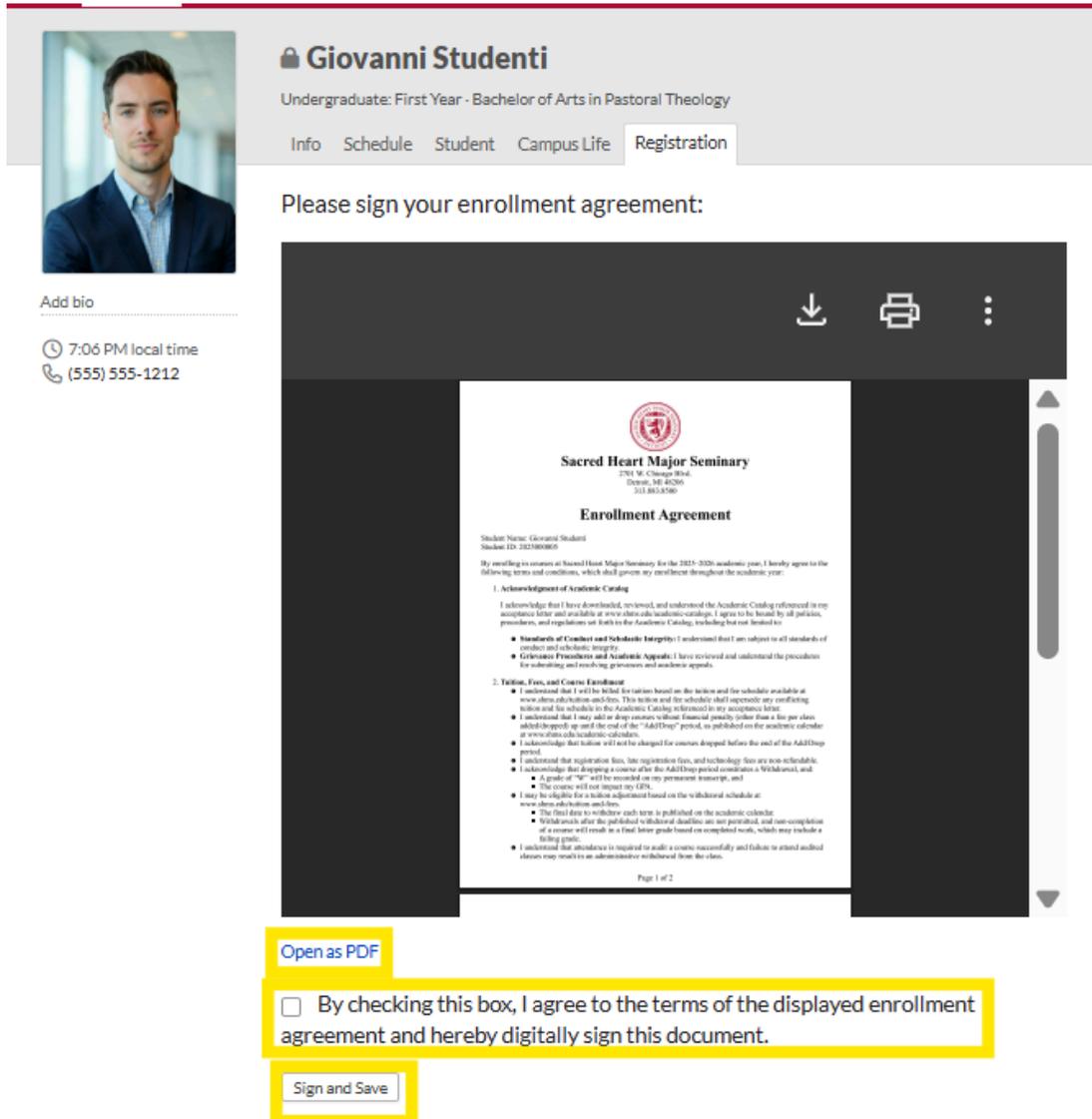
- When you choose a class, you will see a small window giving you details about the class. Click on the course name in the details box and you can see a page with more information about the course including required textbooks. To choose this class you must click add at the bottom of the details box.



- Once you have added the course, go back to the top of the registration page and review the course(s) you have added. **THE REGISTRATION IS NOT COMPLETE** until you click the save button at the top.



7. The first time you register in a term, the system will prompt you to review and sign an enrollment agreement. You can click the "Open as PDF" button to view it more easily. You cannot proceed with your registration until you check the agreement box and click the "Sign and Save" button to digitally sign the form. If you have any questions about what is in the agreement, you can contact the Office of the Registrar.



The screenshot shows a student profile for Giovanni Studenti, an undergraduate in the first year of a Bachelor of Arts in Pastoral Theology. The "Registration" tab is active. Below the profile, there is a section titled "Please sign your enrollment agreement:" which displays a PDF document from Sacred Heart Major Seminary. The document is titled "Enrollment Agreement" and contains terms and conditions for the 2023-2024 academic year. Below the document, there are three buttons: "Open as PDF", a checkbox with the text "By checking this box, I agree to the terms of the displayed enrollment agreement and hereby digitally sign this document.", and "Sign and Save".

**Giovanni Studenti**  
Undergraduate: First Year - Bachelor of Arts in Pastoral Theology

Info Schedule Student Campus Life **Registration**

Please sign your enrollment agreement:

**Sacred Heart Major Seminary**  
2761 W. Chicago Blvd.  
Dyers, MI 48205  
248.863.8300

**Enrollment Agreement**

Student Name: Giovanni Studenti  
Student ID: 2023000005

By enrolling in courses at Sacred Heart Major Seminary for the 2023-2024 academic year, I hereby agree to the following terms and conditions, which shall govern my enrollment throughout the academic year:

- Acknowledgment of Academic Catalog**
  - I acknowledge that I have downloaded, reviewed, and understood the Academic Catalog referenced in my acceptance letter and available at [www.che.edu/academic-catalog](http://www.che.edu/academic-catalog). I agree to be bound by all policies, procedures, and regulations set forth in the Academic Catalog, including but not limited to:
    - Standards of Conduct and Academic Integrity: I understand that I am subject to all standards of conduct and academic integrity.
    - Grievance Procedures and Academic Appeals: I have reviewed and understood the procedures for submitting and resolving grievances and academic appeals.
- Tuition, Fees, and Course Enrollment**
  - I understand that I will be billed for tuition based on the tuition and fee schedule available at [www.che.edu/admission-and-fee](http://www.che.edu/admission-and-fee). This tuition and fee schedule shall supersede any conflicting tuition and fee schedule in the Academic Catalog referenced in my acceptance letter.
  - I understand that I may add or drop courses without financial penalty (other than a fee per class added/dropped) up until the end of the "Add/Drop" period, as published on the academic calendar at [www.che.edu/academic-catalog](http://www.che.edu/academic-catalog).
  - I acknowledge that tuition will not be charged for courses dropped before the end of the Add/Drop period.
  - I understand that registration fees, late registration fees, and technology fees are non-refundable.
  - I acknowledge that dropping a course after the Add/Drop period constitutes a Withdrawal, and:
    - A grade of "W" will be recorded on my permanent transcript, and
    - The course will not impact my LEAs.
  - I may be eligible for a student adjustment based on the withdrawal schedule at [www.che.edu/admission-and-fee](http://www.che.edu/admission-and-fee).
    - The final date to withdraw each term is published on the academic calendar.
    - Withdrawals after the published withdrawal deadline are not permitted, and non-completion of a course will result in a final letter grade based on completed work, which may include a failing grade.
  - I understand that attendance is required to audit a course successfully and failure to attend medical classes may result in an administrative withdrawal from the class.

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[Open as PDF](#)

By checking this box, I agree to the terms of the displayed enrollment agreement and hereby digitally sign this document.

[Sign and Save](#)

8. You can click the "Registration" tab again to see your completed your registration. You will be notified by email of your completed registration, and of your successful signing of the enrollment agreement.

## How to Drop Courses

1. Anytime during the registration period before the end of add/drop week (the first week of classes), you can come back to My Profile > Registration tab and view your registered courses. To drop a course, simply click the “trash can” icon next to that course, click OK to verify you want to drop the course, and then click the save button at the top of the page.

Home My Profile My Courses Directory

**Giovanni Studenti**  
Undergraduate: First Year - Bachelor of Arts in Pastoral Theology

Info Schedule Student Campus Life **Registration**

Registering for Fall 2025 Undo Changes Save

**Selected Courses**

Name	Campus	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
CLA 153-AS: Rhetoric	SHMS Online	Enrolled	3.00	Jane Jeffrey		Online	

2. You will be notified by email of your successful “drop”

## How to Withdraw from Courses

1. After add/drop week, you can no longer “drop” a course, but must formally request to withdraw from a course. Withdrawal means that you will be removed from the course with no academic penalty. The withdrawal will appear on your transcript, but will not count against your GPA. There may or may not be refunds for tuition available, and there may be adverse consequences with financial aid. Consider carefully before withdrawing from a course after add/drop week.
2. To withdraw from a course after add/drop week, you cannot use the registration tab because it will no longer be available. Instead, go to the home page of Populi and look for the Forms tab in the grey bar.

Home Files Calendar

Q Search

**Sacred Heart Major Seminary**

**Home** My Profile My Courses Directory

Dashboard To-Dos Groups Links **Forms**

**Alerts**  
 Dashboard Alerts are now part of Populi Notifications!  
Click the bell icon in the top right of the screen.

**Events**  
No events in the next seven days.  
Add a to-do

**The Feed**  
The feed is empty.

**Courses**  
Show Current Courses   
No courses returned.

3. Scroll down to find the “Request to Withdraw” form and click the “Fill Out This Form” button. Fill out the form completely and submit. The Registrar’s office will forward this to the necessary staff at the seminary for review. If approved, you will be notified by email of your withdrawal.

Home My Profile My Courses Directory

Dashboard To-Dos Groups Links Forms

### Available Forms

Search Available Forms

**DACHEC Consortium Registration Form**  
Fill Out This Form

**Request for Grade of Incomplete**  
Fill Out This Form

**Request to Withdraw**  
Fill Out This Form

**Student Information Release Authorization (FERPA Waiver - General)**  
Fill Out This Form

4. NOTE - you may only withdraw from a course before the “Final Date to Withdraw” date published in the Academic Calendar (see the “Links” tab on your home page in Populi). After that date, the “Request to Withdraw” form will not be available because the deadline has passed. After that date, you must complete the course or risk receiving a failing grade.

## Frequently Asked Questions about Registration

- **There is a “clock” symbol next to the class I want to register for. What does this mean?** *This means either that the course is full, or requires instructor consent for registration. If you click that clock symbol, add the course and click save, the course will be added to your registration as a “Waiting” course until a seat in the course is available or until the instructor approves. You will be notified by email if the status of that pending registration changes.*
- **How do I register for consortium courses?** *Undergraduate courses at Madonna University or University of Detroit Mercy through the Detroit Area Catholic Higher Education Consortium must be requested using the “DACHEC Consortium Registration Form” located in the Home page of Populi under the Forms tab in the grey bar. NOTE - the paper version of this form will no longer be accepted.*
- **There is a course I want to audit but it is not on the list of courses “available for audit”. Is there anything I can do to audit this course?** *If the class is not present on the courses available for audit, this means that the Dean has already determined that this course is not eligible for audit. Consult the academic catalog for more information.*