Getting Started

Initial course selection, and any subsequent changes to your schedule, such as Adds, Drops or Swaps, require Adviser or Department Representative approval. Print, complete, and have the Course Enrollment Worksheet approved before using SCORE.

Logging Into SCORE

To access SCORE, you must use your NetID and LDAP password.

1. Open your web browser (Internet Explorer is preferred), then enter the following URL: http://www.princeton.edu/SCORE
2. Select Log On from the menu.
3. Enter your NetID in the User ID field, then press the Tab key or click in the next field.
4. Enter your LDAP password in the Password field, then click the Sign In button.
5. Navigate to Student Self Service > Academic and Personal Info > SCORE.

The SCORE pages that you use to manage course selections and personal information are displayed.

Logging Out of SCORE

To end a SCORE session, click the Sign Out link, then close the web browser to ensure your privacy.

Adding Courses

To add courses during your enrollment appointment, you must obtain Adviser or Department Representative approval of your course selections, and resolve any Holds that prevent enrollment.

1. Log into SCORE, and navigate to the SCORE pages.
2. Select Enroll in a Class. The Select Enrollment Term page is displayed.
3. Select the term. The View My Class Schedule page is displayed.
4. Click the Add Classes link. The Add Classes page is displayed.
5. Enter the class number for the primary component (i.e. Lecture or Seminar) of a course into the Class Nbr field, then press Tab or click in the next field.

Tip! If you do not know the class number of the primary component, use the Lookup button to search the course database for this information. See ‘Searching for Courses’ for instructions.

6. If the course has enrollment options, enter them on the Class Enrollment Options page, then click the OK button.
   - If the Choose Grading Option link is active, click the link to select a grading basis (Audit, Graded, or P/D/F).
   - If the Related Class 1 field is present, you must enter the class number of the course’s secondary component into the Related Class 1 field.
   - If Related Class 1 and Related Class 2 fields are present, the course requires two secondary components, and each Related Class field is restricted to a specific component type.

7. Repeat Step 5 and Step 6 (if applicable) for each course that you want to add, then click the Submit button.
8. Check the Add Status field.

Tip! Use the Lookup button to search for class numbers for these related classes. If the course you selected has sections not scheduled through SCORE (Precept, Drill, Ear Training, Film) you will be able to enroll in these sections at the beginning of the term.

9. Check the Add Status field.

Searching for Courses

You can search for a course from the Add Classes or Swap Classes page.

1. Click the Lookup button, which is next to the Class Nbr or Swap to Class Nbr field. The Class Search page is displayed.
2. Specify search attributes (such as Subject), then click the Search button. The Class Search Results page is displayed.
3. Identify the course you want to enroll in, then click the Add button.
If the course you selected has enrollment options (such as secondary components and/or a grading basis), you are prompted to enter these options before the Add Classes or Swap Classes page is updated and displayed.

4. Click the Submit button on the Add Classes or Swap Classes page to add the course to your schedule.

**Swapping Courses**

To drop a course and replace it with another during your enrollment appointment, you must have Adviser or Department Representative approval. The Swap feature ensures that you can enroll in the new course before dropping the existing course from your schedule.

1. Log into SCORE, then navigate to the SCORE pages.
2. Select Enroll in a Class. The Select Enrollment Term page is displayed.
3. Select the term. The View My Class Schedule page is displayed.
4. Click the Swap Classes link. The Swap Classes page is displayed.
5. Identify the course that you want to replace, then click in the corresponding Swap to Class Nbr field.
6. Enter a class number for the primary component (i.e. Lecture or Seminar) of a course into the Swap to Class Nbr field, then click on the Submit button.
7. Check the Swap Status field.

**Tip!** If you do not know the class number of the primary component, use the Lookup button to search the course database for this information. See ‘Searching for Courses’ for instructions.

8. If the course is replaced, a Success/Message link is displayed. Otherwise, an Errors found link is displayed; click the link for more information.

Select View My Weekly Schedule from the SCORE menu to display or print a grid version of your schedule*. Schedules must be printed in Landscape mode.

*Sections not scheduled through SCORE will not appear on your weekly schedule.

**Dropping a Course**

To drop a course during your enrollment appointment, you must have Adviser or Department Representative approval, and you must maintain the minimum course load requirements.

1. Log into SCORE, then navigate to the SCORE pages.
2. Select Enroll in a Class. The Select Enrollment Term page is displayed.
3. Select the term. The View My Class Schedule page is displayed.
4. Click the Drop Classes link. The Drop Classes page is displayed.
5. Identify the course that you want to drop, then select Drop from the Action menu.
6. Click the Submit button. The Drop Classes page is updated and displayed.
7. Check the Update Status field. If the course is dropped, a Success message is displayed. Otherwise, an Errors found link is displayed; click the link for more information.

Select View My Weekly Schedule from the SCORE menu to display or print a grid version of your schedule*. Schedules must be printed in Landscape mode.

*Sections not scheduled through SCORE will not appear on your weekly schedule.

**Tip!** If you do not know the class number of the primary component, use the Lookup button to search the course database for this information. See ‘Searching for Courses’ for instructions.