Make Changes to Your Class Requests

There are three ways to make changes to your classes:

- **Drop**
- **Swap**
- **Edit**

## Drop

### Drop a Class

During your enrollment period or add/drop you can drop a class from the drop section under the Enroll tab. There are two steps to drop a class. First select the classes you wish to remove and select “drop selected classes”.

Please contact your college registrar office to drop a class with a grayed out select check box.

### Confirm Your Selection

The second page, confirm your selection, allows you to review your selections and “finish dropping” to complete your drop request. ✅
Unable to Drop

If you need consent to drop a class there will be a note on the enrollment preferences page of adding the class.

Unable to Drop

After attempting to finish dropping you may receive an error message with a red ☠️ saying you need either department consent or instructor consent to drop the class. Contact the department or instructor in order to drop.
Swap

Swap a Class

Swapping classes ensures the class you want to add is open before dropping you from the class you’re already enrolled in.

Go to Student Center > Enroll > Swap tab > Select Term

Select the class from the drop down menu that you want to swap from.

You can select the class you want to swap to by:

- class search
- my planner
- my requirements
- shopping cart
- class number

Confirm Your Selection

Confirm your selection and finish swapping to complete your request.

Example 1: Basic Swap

Swap can be used to enroll in a different class

In this example COMM 2200 was simply swapped for PMA 3531.
Example 2: Change the Meeting Time

Use Swap when you want to enroll in the same class but would like to switch the meeting time.

Here PE 1345-001 was swapped for PE 1345-003; Boxing at 9:00am swapped for Boxing at 2:30pm.

Example 3: Change a Component

Use Swap when you want to stay enrolled in the same class but would like to switch a component (discussion, lab, studio, etc.) of the class.

You must first enter the component you wish to swap to. In this example the student wanted to switch their lab for Chemistry 2070 from 401 to 402. After selecting the component that is changing, you will be prompted to select a lecture. At that point you can select the same lecture that you are already enrolled in.

Chemistry 2070 Lecture 001 Lab 401 was swapped for Chemistry 2070 Lecture 001 Lab 402.
Edit a Class

Edit allows you to change enrollment preferences for a class. If available, the grading option or the credits (units) may be changed without dropping the class.

Swap a Class

1. Select a class to swap - Enrollment Preference

Fall 2015 | Undergraduate | Cornell University

ECON 1110 - Intro Microeconomics

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1110-001 Lecture</td>
</tr>
<tr>
<td>ECON 1110-215 Discussion</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Career</td>
</tr>
<tr>
<td>Grading</td>
</tr>
<tr>
<td>Units</td>
</tr>
</tbody>
</table>

Three possible grading options: Audit, Graded, Satisfactory/ Unsatisfactory

Confirm Your Selection

Confirm your changes and finish editing to complete your request.

Edit Class Enrollment Options

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

<table>
<thead>
<tr>
<th>Class Attribute</th>
<th>Original Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Option</td>
<td>Graded</td>
<td>Satisfactory-Unsatisfactory</td>
</tr>
</tbody>
</table>