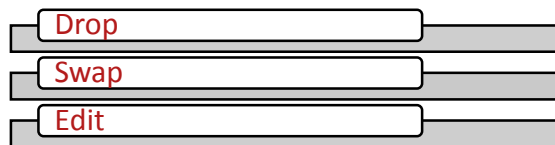


Make Changes to Your Class Requests

There are three ways to make changes to your classes:



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.



Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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[change term](#)



Please contact the Registrar to Drop a Class with a Grayed Out Select Check Box

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART 2201-503 (17727)	Painting: Intro to Painting (Studio)	MoWe 1:25PM - 4:15PM	Olive Tjaden Hall 424	M. Park	4.00	
<input checked="" type="checkbox"/>	BIOG 1440-001 (3955)	Intro Bio: Comp Physiology (Lecture)	MoWe 9:05AM - 9:55AM	To Be Assigned	E. Loew, T. Silva	3.00	
<input type="checkbox"/>	BIOG 1440-202 (4013)	Intro Bio: Comp Physiology (Discussion)	Th 9:05AM - 9:55AM	To Be Assigned	E. Loew, T. Silva		
<input type="checkbox"/>	PHIL 1950-001 (8727)	Controversies About Inequality (Lecture)	TuTh 1:25PM - 2:40PM	To Be Assigned	A. Haskins	4.00	

[DROP SELECTED CLASSES](#)



Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
BIOG 1440-001 (3955)	Intro Bio: Comp Physiology (Lecture)	MoWe 9:05AM - 9:55AM	To Be Assigned	E. Loew, T. Silva	3.00	
BIOG 1440-202 (4013)	Intro Bio: Comp Physiology (Discussion)	Th 9:05AM - 9:55AM	To Be Assigned	E. Loew, T. Silva		

[CANCEL](#)

[PREVIOUS](#)

[FINISH DROPPING](#)

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.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

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PADM 5010 - CIPA Colloquium

Class Preferences

PADM 5010-001 Lecture ● Open

Wait List Wait list if class is full

Permission Nbr

Grading Satisfactory - Unsatisfactory Exclusively

Units 1.00

Session Regular Academic Session

Career Graduate

Enrollment Information

- Department Consent Required to drop once enrolled

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Th 4:40PM - 6:15PM	Plant Science Building 233	Jennifer L. Evangelista, Thomas J. O'Toole	08/25/2015 - 12/04/2015

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.

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Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

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✔ Success: dropped
 ✘ Error: unable to drop class

Class	Message	Status
PADM 5010	Error: Department Consent Required to Drop from Class, Drop Not Processed. Consent is needed to drop from the class. The drop transaction was not processed.	✘

MY CLASS SCHEDULE

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

Search | Plan | Enroll | My Academics
 my class schedule | add | drop | swap | edit | term information

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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[change term](#)

Swap This Class

Select from your schedule:

With This Class

Search for Class: [search](#)

Enter Class Nbr:

Class Search
 Class Search
 My Planner
 My Requirements

[My Fall 2015 Class Schedule](#)

Confirm Your Selection

Confirm your selection and finish swapping to complete your request.

Search | Plan | Enroll | My Academics
 my class schedule | add | drop | swap | edit | term information

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
COMM 2200-001 (1296)	Media Communication (Lecture)	MoWe 2:55PM - 4:10PM	Plant Science Building 233	L. Niederdeppe	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PMA 3531-101 (8418)	Screenwriting I (Seminar)	TuTh 10:10AM - 11:25AM	Judith Eisner Pavillion 201	A. Stratford	3.00	<input checked="" type="checkbox"/>

[CANCEL](#) [FINISH SWAPPING](#)

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.

Search
Plan
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My Academics

my class schedule
add
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term information

Swap a Class

1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

✔ Enrolled
✘ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PE 1345-001 (10168)	Boxing (Lecture)	TuTh 9:00AM - 9:45AM	Bartels Hall 101	K. Seaman	1.00	✔

With this class

● Open
■ Closed
⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PE 1345-003 (10169)	Boxing (Lecture)	TuTh 2:30PM - 3:15PM	Bartels Hall 101	K. Seaman	1.00	●

CANCEL
FINISH SWAPPING

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

Search
Plan
Enroll
My Academics

my class schedule
add
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Swap a Class

1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

✔ Enrolled
✘ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 2070-001 (5891)	General Chemistry I (Lecture)	TuTh 10:10AM - 11:00AM	To Be Assigned	B. Crane, P. Wolczanski	4.00	✔
CHEM 2070-401 (5893)	General Chemistry I (Laboratory)	Mo 12:20PM - 3:20PM	To Be Assigned	Staff		✔

With this class

● Open
■ Closed
⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 2070-001 (5891)	General Chemistry I (Lecture)	TuTh 10:10AM - 11:00AM	To Be Assigned	B. Crane, P. Wolczanski	4.00	●
CHEM 2070-402 (5894)	General Chemistry I (Laboratory)	Tu 9:05AM - 12:05PM	To Be Assigned	Staff		●

CANCEL
FINISH SWAPPING

Edit

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.

Search | Plan | Enroll | My Academics
my class schedule || add || drop || swap || edit || term information

Swap a Class

1 [] [] []

1. Select a class to swap - Enrollment Preference

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ECON 1110 - Intro Microeconomics

Class Preferences

ECON 1110-001 Lecture ● Open
ECON 1110-215 Discussion ● Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Grading Graded (GRV)

Career Undergraduate

Units 3.00

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

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 9:05AM - 9:55AM	Kennedy Hall 116-Call Aud	Richard Valentine Burkhauser	08/25/2015 - 12/04/2015
215	Discussion	Fr 2:30PM - 3:20PM	Rockefeller Hall 105	Staff	08/25/2015 - 12/04/2015

Confirm Your Selection

Confirm your changes and finish editing to complete your request.

Search | Plan | Enroll | My Academics
my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1 [] [] []

2. Confirm your selections

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

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Class Attribute	Original Value	New Value
Grade Option	Graded	Satisfactory-Unsatisfactory

CANCEL FINISH EDITING