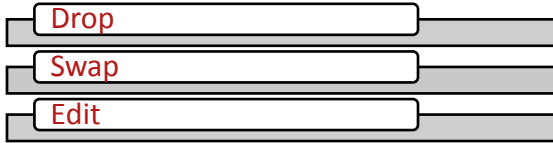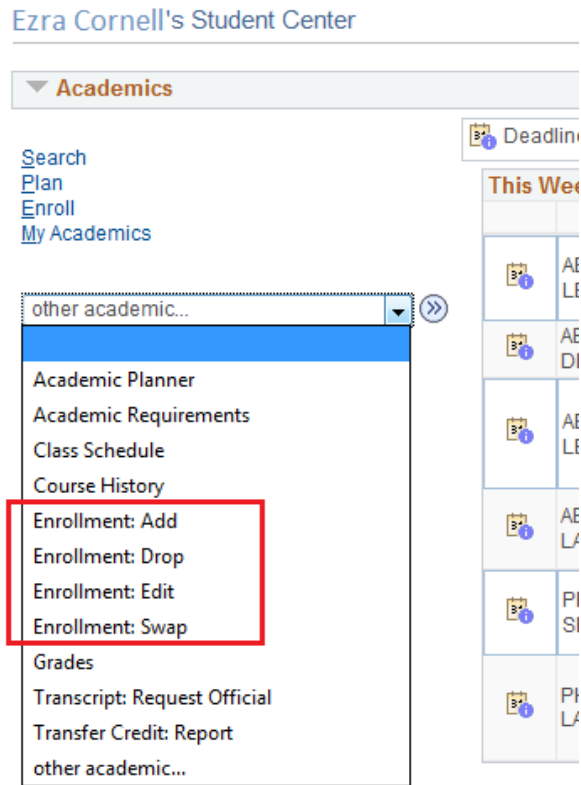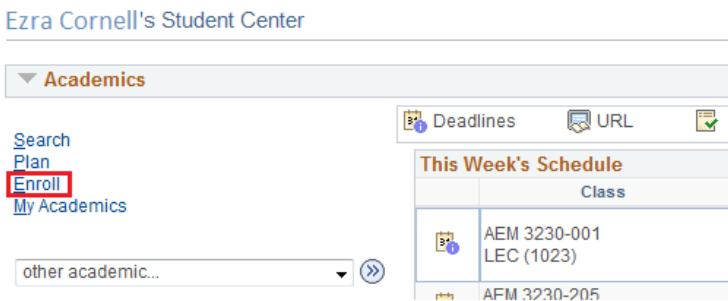# Make Changes to Your Class Requests

There are three ways to make changes to your classes:

- Drop
- Swap
- Edit

There are two ways to navigate to the pages to make changes to class requests. You can use the Enroll link and navigate using page tabs, or choose the appropriate action under Other Academic

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 to drop a class with a grayed out select check box.

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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	Enrolled	Dropped	Wait Listed

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

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☐	AEM 1600-001 (14672)	Business of Modern Medicine (Lecture)	We 7:30PM - 8:20PM	To Be Assigned	R. Karpman	1.00	✔
☐	AEM 6700-001 (14863)	Econ of Consumer Demand (Lecture)	MoWe 8:40AM - 9:55AM	To Be Assigned	M. Gomez	3.00	✔
☐	HADM 2220-001 (11733)	Finance (Lecture)	TuTh 8:40AM - 9:55AM	To Be Assigned	P. Moulton	3.00	✔
☑	NBA 5300-201 (14389)	U.S. Exceptionalism Questioned (Discussion)	Mo 11:15AM - 12:05PM	To Be Assigned	K. Browne		✔
	NBA 5300-001 (13561)	U.S. Exceptionalism Questioned (Lecture)	MoWe 2:55PM - 4:10PM	TBA	P. Katzenstein	4.00	✔

Drop Selected Classes

Confirm Your Selection

On the second page, confirm your selection, allows you to review your selections and finish dropping to complete your drop request.

Drop Classes

2. Confirm your selection

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

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| | ✔ Enrolled | ⊗ Dropped | ⚠ Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
NBA 5300-201 (14389)	U.S. Exceptionalism Questioned (Discussi	Mo 11:15AM - 12:05PM	To Be Assigned	K. Browne		✔
NBA 5300-001 (13561)	U.S. Exceptionalism Questioned (Lecture)	MoWe 2:55PM - 4:10PM	TBA	P. Katzenstein	4.00	✔

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.

Add Classes

1. Select classes to add - Enrollment Preferences

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AEM 2225 - Financial Accounting For Dyson

Class Preferences

| AEM 2225-001 | Lecture | 🟢 Open | Wait List ☐ Wait list if class is full |
| AEM 2225-201 | Discussion | 🟢 Open | Permission Nbr [   ] |

Session   Regular Academic Session
Career   Undergraduate

Grading Graded (GRV)
Units 4.00

Enrollment Information
- Department Consent Required to drop once enrolled

Cancel   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 2:55PM - 4:10PM	To Be Assigned	John E. Little	08/22/2017 - 12/14/2017
201	Discussion	We 7:30PM - 9:25PM	To Be Assigned	John E. Little	08/22/2017 - 12/14/2017

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.

Drop Classes

3. View results

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

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| ✔ Success: dropped | ✖ Error: unable to drop class |

Class	Message	Status
AEM 2225	**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

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 swapped for ASIAN 2285.

| Search | Plan | **Enroll** | My Academics |

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

1 — 2 — 3

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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Swap This Class

Select from your schedule [COMM 2200: Media Communication ▼]

With This Class

Search for Class [Class Search ▼] [Search]

- Class Search
- My Planner
- My Requirements

Enter Class Nbr

| Search | Plan | **Enroll** | My Academics |

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

1 — 2 — 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select 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 (1268)	Media Communication (Lecture)	MoWe 2:55PM - 4:10PM	To Be Assigned	L. Niederdeppe	3.00	✔

▼ **With this class**

●Open   ☐Closed   ⚠Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ASIAN 2285-001 (13525)	Material Worlds (Lecture)	TuTh 2:55PM - 4:10PM	To Be Assigned	K. McGowan, A. Pan	4.00	●

[Cancel] [Finish Swapping]

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 1100-001 was swapped for PE 1100-002; Swimming at 10:15am swapped for Swimming at 11:30am.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

2. Confirm your selection

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

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▼ **You are replacing this class**

| | ✔ Enrolled | ⊗ Dropped | ⚠ Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
PE 1100-001 (9144)	Beginning Swim (Lecture)	MoWe 10:15AM - 11:00AM	To Be Assigned	D. Beckwith	1.00	✔

▼ **With this class**

| | ● Open | ▢ Closed | ⚠ Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
PE 1100-002 (9145)	Beginning Swim (Lecture)	MoWe 11:30AM - 12:15PM	To Be Assigned	D. Beckwith	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 Biology 1440 from 203 to 205. 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.

Biology 1440 Lecture 001 Discussion 203 was swapped for Biology 1440 Lecture 001 Discussion 205.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

2. Confirm your selection

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

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▼ **You are replacing this class**

| | ✔ Enrolled | ⊗ Dropped | ⚠ Wait Listed |

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOG 1440-001 (3354)	Intro Bio: Comp Physiology (Lecture)	MoWe 2:30PM - 3:20PM	Kennedy Hall 116-Call Aud	N. Buchon, J. Shapleigh	3.00	✔
BIOG 1440-203 (3357)	Intro Bio: Comp Physiology (Discussion)	Th 11:15AM - 12:05PM	Stimson Hall 102	N. Buchon, J. Shapleigh		✔

▼ **With this class**

| | ● Open | ▢ Closed | ⚠ Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOG 1440-001 (3354)	Intro Bio: Comp Physiology (Lecture)	MoWe 2:30PM - 3:20PM	Kennedy Hall 116-Call Aud	N. Buchon, J. Shapleigh	3.00	●
BIOG 1440-205 (3359)	Intro Bio: Comp Physiology (Discussion)	Th 12:20PM - 1:10PM	Stimson Hall 102	N. Buchon, J. Shapleigh		●

[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

Edit Class Enrollment Options   1 — 2 — 3

1. Select a class to edit - Enrollment Preference

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BIOG 1440 - Intro Bio: Comp Physiology

Class Preferences

BIOG 1440-001	Lecture	● Open	
BIOG 1440-203	Discussion	● Open	

Session Regular Academic Session
Career Undergraduate

Wait List ☐ Wait list if class is full

Permission Nbr [   ]

Grading [Graded (GRV)   ▼]

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

Units 3.00

[Cancel] [Previous] [Next]

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 2:30PM - 3:20PM	Kennedy Hall 116-Call Aud	James P. Shapleigh, Nicolas S. Buchon	01/25/2017 - 05/10/2017
203	Discussion	Th 11:15AM - 12:05PM	Stimson Hall 102	James P. Shapleigh, Nicolas S. Buchon	01/25/2017 - 05/10/2017

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

Edit Class Enrollment Options   1 — 2 — 3

Confirm Your Selection

Confirm your changes and finish editing to complete your request.

2. Confirm your selections

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

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

[Cancel] [Finish Editing]