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 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.
Confirm Your Selection

On 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 swapped for ASIAN 2285.
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.

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.
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.

Confirm Your Selection

Confirm your changes and finish editing to complete your request.