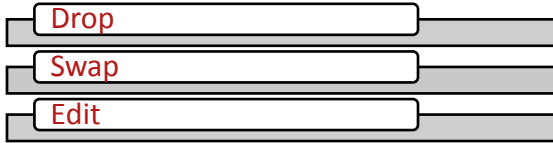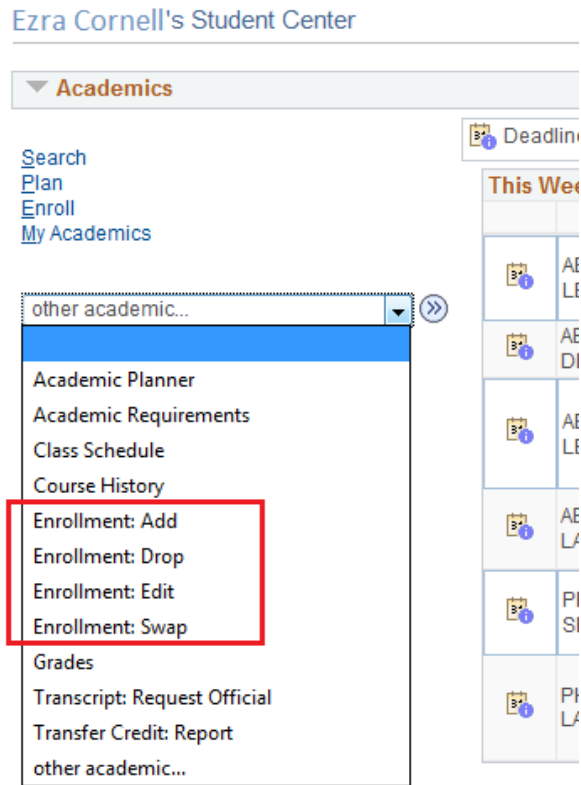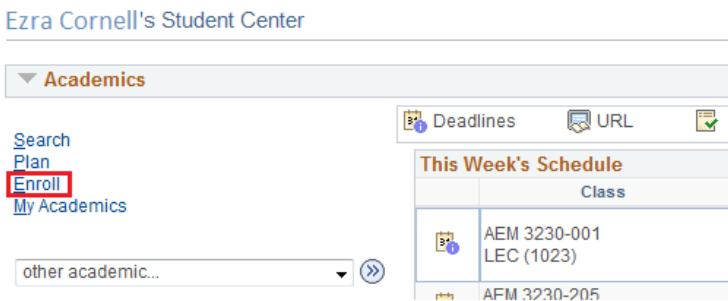# Make Changes to Your Class Requests

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

Ezra Cornell's Student Center

▼ Academics

Search
Plan
Enroll
My Academics

📅 Deadlines 🌐 URL

This Week's Schedule

	Class
📅	AEM 3230-001 LEC (1023)
📅	AEM 3230-205

other academic...

Ezra Cornell's Student Center

▼ Academics

Search
Plan
Enroll
My Academics

other academic...

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: Request Official
- Transfer Credit: Report
- other academic...

📅 Deadline

This Wee

📅	AE LE
📅	AE DI
📅	AE LE
📅	AE LA
📅	PI SI
📅	PI LA

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.

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

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

Drop Classes

1⎯2⎯3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2017 | Undergraduate | Cornell University   Change Term

✅ 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.

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

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

Drop Classes   1—2—3

2. Confirm your selection

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

Fall 2017 | Undergraduate | Cornell University

| | ✔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.

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

Fall 2017 | Undergraduate | Cornell University

AEM 2225 - Financial Accounting For Dyson

Class Preferences

AEM 2225-001   Lecture   🟢 Open
AEM 2225-201   Discussion   🟢 Open

Session Regular Academic Session
Career Undergraduate

Enrollment Information
- Department Consent Required to drop once enrolled

Wait List ☐ Wait list if class is full
Permission Nbr [____]
Grading Graded (GRV) ⌄
Units 4.00

[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.

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

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

Drop Classes   1—2—3

3. View results

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

Fall 2017 | Undergraduate | Cornell University

| ✔ 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.

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.

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.

Fall 2017 | Undergraduate | Cornell University

▼ 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   1 — 2 — 3

2. Confirm your selection

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

Spring 2017 | Undergraduate | Cornell University

▼ 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.

Confirm Your Selection

Confirm your changes and finish editing to complete your request.