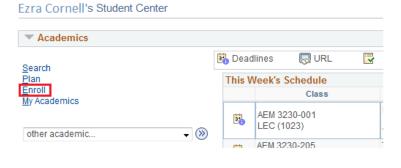
Make Changes to Your Class Requests

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



Search Plan Enroll My Academics Other academic Conter academic Academic Planner Academic Requirements					
Search Plan Enroll My Academics Other academic Academic Planner Academic Requirements Class Schedule Course History Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap	Academics				
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Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap	Class Schedule			-0	LE
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Transcript: Request Official	Transcript: Request Officia	I		3*	
Transfer Credit: Report	Transfer Credit: Report				L/
other academic	other academic				

1-2-3

Ezra Cornell's Student Center

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. 1. Select classes to drop

Drop Classes

Search Plan Enroll My Academics

Select the classes to drop and select Drop Selected Classes

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

all 2017	Undergraduate Co	rnell University		Change	eierm		
			Enrolled	Oropped	▲Wait Listed	ł	
Plea	se contact the Regist	rar 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	~
Ø	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	ТВА	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.



2. Confirm your selection

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

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request.			Enrolled	Oropped	🛆 Wait Liste	d		
	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	ТВА	P. Katzenstein	4.00	•	
					• • • • • • •			
	Search Plan Enroll		Torre la forma l'a c					
Jnable to Drop	My Class Schedule Add	<u>D</u> rob <u>2</u> wap Edit	Term Information					
	Add Classes				-3			
f you need consent to drop a class, here will be a note on the enrollment	1. Select classes		ent Preferences					
preferences page of adding the class.								
	AEM 2225 - Financial Accounting For Dyson							
	Class Preferences							
		Lecture Open Discussion Open		Wa Permissio	it List 🗆 Wait list ii	f class is f	üll	
	Session Regula	r Academic Session		6-	ading Graded (GR			
	Career Underg				Units 4.00			
	Enrollment Information				Units 4.00			
	Department Consi enrolled	ent Required to drop once						
					Cancel	Ne	ext	
	Section Compon	ent Days & Tin	nes Room	In	structor	Sta	rt/End Date	
	001 Lecture	MoWe 2:55PM - 4	10PM To Be Assigned	John E. Littl	e	08/22/20	17 - 12/14/	
	201 Discussion	We 7:30PM - 9:25	PM To Be Assigned	John E. Littl	e	08/22/20	17 - 12/14/	
	Search Plan	Enroll My Aca	demics					
Unable to Drop	My Class Schedule	<u>A</u> dd Drop 3	§wap Ed <u>i</u> t Term In	formation				
	Drop Classes						2—3	

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.

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 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.



1. Select a class to swap

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

Fall 2017 Undergraduat	e Cornell University			Change Term
Swap This Class				
	Select from your schedule	e COMM 2200: Media Communica	ition	~
With This Class				
	Search for Class	Class Search	-	Search
	Enter Class Nbr	My Planner My Requirements		

Search Plan Enroll	My Academics	
My Class Schedule Add	Drop Swap Edit Term Information	
Swap a Class		1-2-3

2. Confirm your selection

You are replacing this class

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

Example 1: Basic Swap

Swap can be used to enroll in a different class.

In this example COMM 2200 was swapped for ASIAN 2285.

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		Enrolled	SDropped Await Listed		ed		
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	~	

		Open	Closed	<u>∧</u> 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	•

Search Plan Enroll My Academics	
My Class Schedule Add Drop Swap Edit Term Information	
Swap a Class	1-2-3

Select Finish Swapping to process your swap request. To exit without swapping

2. Confirm your selection

these classes, select Cancel.

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.

rnell University				
class				
	Enrolled	(S) Dropped	▲Wait List	ed
Description	Days/Times	Room	Instructor	ι
	rnell University Class Description	class 	Class	Class ←Enrolled ⊗Dropped ▲Wait Liste

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

Example 3: Change a Component

Use Swap when you want to stay enrolled in the same class but would like 2. Confirm your selection 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

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

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		Enrolled	Oropped	📥 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		~

-	W	ith	thi	is	cl	a

		Open	Closed	<u>∧</u> 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		•

Units Status

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.

	t a class to e	dit - Enrollment Pres	ference		Three possible grading options: Audit, Graded,
BIOG 1440 - I	ntro Bio: Comp Phy	siology			Satisfactory/ Unsatisfactory
Class Prefe	rences				Onsatisfactory
BIOG 1440-0	01 Lectur	e Open		Wait List 🗆 Wa	ait list if class is full
BIOG 1440-0 BIOG 1440-2	200101			Permission Nbr	
	03 Discus	ssion Open		Permission Nbr Grading Grad	ed (GRV)
BIOG 1440-2	03 Discus	ssion Open emic Session			ed (GRV)
BIOG 1440-2 Sess	03 Discus	ssion Open emic Session	Cancel	Grading Grad	ed (GRV)
BIOG 1440-2 Sess	03 Discus	ssion Open emic Session	Cancel Room	Grading Grad Units 3.00	
BIOG 1440-2 Sess Car Section	03 Discus ion Regular Acad eer Undergraduat	emic Session le		Grading Grad Units 3.00 Previous	Next
BIOG 1440-2 Sess Car Section 001	ion Regular Acad eer Undergradual	emic Session te Days & Times	Room Kennedy Hall 116-Call	Grading Grad Units 3.00 Previous Instructor James P. Shapleigh,	Next Start/End Date

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	e		New Value
Grade Option	Graded		Satisf	actory-Unsatisfactory
		Cancel		Finish Editina