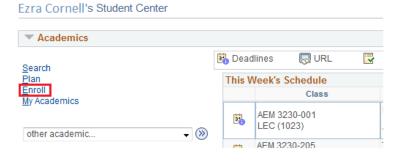
Make Changes to Your Class Requests

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 | | | | |
| Plan Enroll My Academics other academic other academic Academic Planner Academic Requirements Class Schedule Course History Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap | Search | | B | Dead | lin |
| My Academics other academic Image: Construction of the second sec | | | T | nis W | lee |
| other academic Other academic Other academic Planner Academic Requirements Class Schedule Course History Enrollment: Add Enrollment: Edit Enrollment: Swap At Le At | | | | | |
| other academic ()) <li())< li=""> ()) ())<</li())<> | My Academics | | | . | |
| Academic Planner Academic Requirements Class Schedule Course History Enrollment: Add Enrollment: Edit Enrollment: Swap | other academic | - >> | | -0 | LE |
| Academic Requirements Class Schedule Course History Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap | | | | 3 | |
| Class Schedule Course History Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap | Academic Planner | | | | Γ. |
| Class Schedule Course History Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap | Academic Requirements | | | 34 | Aŀ |
| Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap | Class Schedule | | | -0 | LE |
| Enrollment: Edit Enrollment: Swap | Course History | | | | |
| Enrollment: Drop Enrollment: Edit Enrollment: Swap | Enrollment: Add | | | 3 | |
| Enrollment: Swap | Enrollment: Drop | | | | L |
| Enrollment: Swap | Enrollment: Edit | | | | PI |
| Grades | Enrollment: Swap | | | 3 <mark>0</mark> | SI |
| | Grades | | | | |
| 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 |