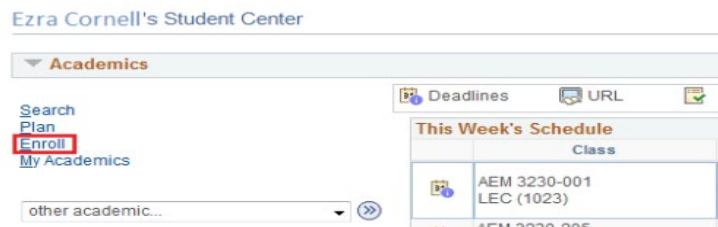# Cornell University
Office of the University Registrar

How to Make Changes to Your Class Requests
Updated December 1, 2020

There are three types of changes that students make to their class requests during their pre-enrollment or add/drop periods: Drop, Swap, and Edit (change grade option or credit hours)
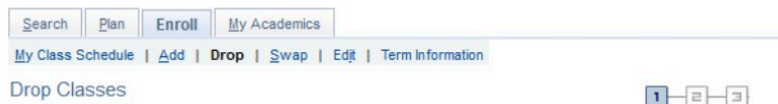
To start, click on the "Enroll" link

To Drop a Class
Click on "Drop" and follow 2 steps to drop a class:
1. Select classes to drop: Check the corresponding box in the Select column, then click on "Drop Selected Classes"
2. Confirm your Selection: Review your selections and click "Finish Dropping" to complete your drop request
   *Please contact your college registrar to drop a class with a grayed out Select check box.

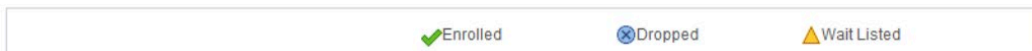If you were you unable to drop your course, one of two things may have occurred:
1. If you need consent from the department to drop a class, there will be a note to that effect in the Enrollment Preferences section under the Add tab.

2. If after clicking on "Finish Dropping," you 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

To Swap a Class

Swapping classes ensures the class you want to add is open before dropping the class you're currently enrolled in. Follow these instructions carefully so that you don't inadvertently drop the course you want to keep.

Use the Swap function if you want to:
1. Enroll in a different class
2. Enroll in the same class but would like to switch the meeting time
3. Stay enrolled in the same class but would like to switch a course component (e.g. discussion, lab, studio, etc.)

Click on "Enroll" then "Swap" and follow 2 steps to swap a class:
1. Select a class to swap: Select the class from your schedule drop down menu that you want to swap out of and select the class you want to swap into by using either Search for Class or Enter Class Nbr options (be sure you are in the correct term. If you aren't, click on "Change Term")
2. Confirm your selection: Review your selections and click "Finish Swapping" to complete your swap request

To Edit a Class (change grading option or credit hours)

Edit allows you to change your enrollment preferences for a class. If a course offers different grading options or variable credit hours ("units") you may make these changes using the Edit function.

Click on "Enroll" then "Edit" and follow 2 steps to edit a class:

1. Select a class to edit: Select your grading option change under "Grading" and your credit hour change under "Units"
2. Confirm your selection: Review your changes and click "Finish Editing" to complete your edit requests

| 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

Spring 2017 | Undergraduate | Cornell University

BIOG 1440 - Intro Bio: Comp Physiology

Class Preferences

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

BIOG 1440-001	Lecture	● Open		Wait List ☐ Wait list if class is full
BIOG 1440-203	Discussion	● Open		Permission Nbr [ ]
Session	Regular Academic Session			Grading [Graded (GRV) ▽]
Career	Undergraduate			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

2. Confirm your selections

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

Spring 2017 | Undergraduate | Cornell University

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

[Cancel]   [Finish Editing]