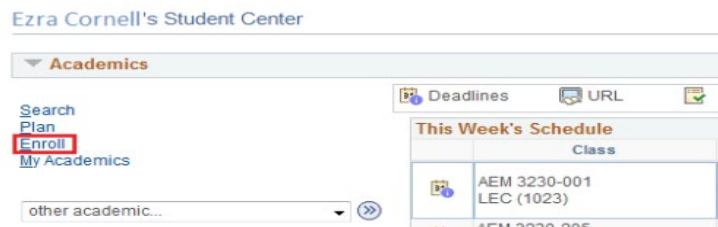


# Cornell University Office of the University Registrar

## 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

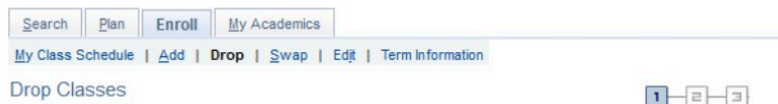


### To Drop a Class

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.

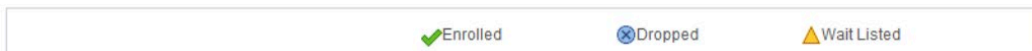


### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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Change Term



Please contact the Registrar to Drop a Class with a Grayed Out Select Check Box

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AEM 1600-001 (14672)	Business of Modern Medicine (Lecture)	We 7:30PM - 8:20PM	To Be Assigned	R. Karpman	1.00	✓
<input type="checkbox"/>	AEM 6700-001 (14863)	Econ of Consumer Demand (Lecture)	MoWe 8:40AM - 9:55AM	To Be Assigned	M. Gomez	3.00	✓
<input type="checkbox"/>	HADM 2220-001 (11733)	Finance (Lecture)	TuTh 8:40AM - 9:55AM	To Be Assigned	P. Moulton	3.00	✓
<input checked="" type="checkbox"/>	NBA 5300-201 (14389)	U.S. Exceptionalism Questioned (Discussion)	Mo 11:15AM - 12:05PM	To Be Assigned	K. Browne		✓
<input type="checkbox"/>	NBA 5300-001 (13561)	U.S. Exceptionalism Questioned (Lecture)	MoWe 2:55PM - 4:10PM	TBA	P. Katzenstein	4.00	✓

Drop Selected Classes

## 2. Confirm your selection

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

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<span style="color: green;">✔</span> Enrolled <span style="color: blue;">⊗</span> Dropped <span style="color: orange;">▲</span> 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	✔

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.

## 1. Select classes to add - Enrollment Preferences

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AEM 2225 - Financial Accounting For Dyson

### Class Preferences

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

Wait List  Wait list if class is full

Permission Nbr

Grading

Units 4.00


Session Regular Academic Session  
 Career Undergraduate

**Enrollment Information**

- Department Consent Required to drop once enrolled

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

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.

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 Success: dropped		 Error: unable to drop class
Class	Message	Status
AEM 2225	<b>Error:</b> 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

Search Plan **Enroll** My Academics

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

Swap a Class 1 2 3

### 1. Select a class to swap

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

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**Swap This Class**

Select from your schedule

**With This Class**

Search for Class

Enter Class Nbr

Class Search  
Class Search  
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

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

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**You are replacing this class**

Enrolled  Dropped  Wait Listed

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	<input checked="" type="checkbox"/>

**With this class**

Open  Closed  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	<input checked="" type="checkbox"/>

## 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

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BIOG 1440 - Intro Bio: Comp Physiology

**Class Preferences**

BIOG 1440-001	Lecture	Open	Wait List <input type="checkbox"/> Wait list if class is full
BIOG 1440-203	Discussion	Open	

Session Regular Academic Session  
Career Undergraduate

Permission Nbr

Grading

Units 3.00

Cancel Previous Next

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

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.

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

Cancel Finish Editing