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](https://registrar.cornell.edu) to drop a class with a grayed out Select check box.
If you were 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.
**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