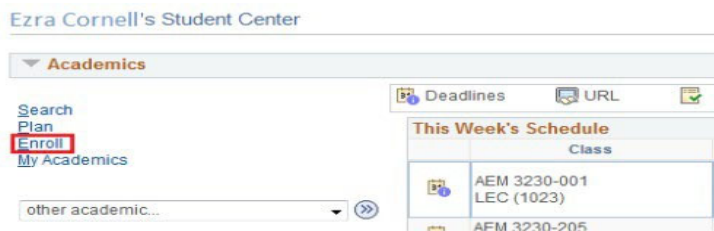


Cornell University Office of the University Registrar

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

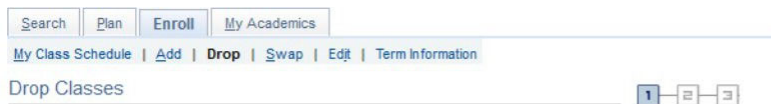


To Drop a Class

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.

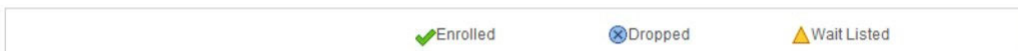


1. Select classes to drop

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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✔ Enrolled ⊗ Dropped ▲ 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.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)
 Add Classes 1 2 3

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

Session Regular Academic Session
 Career Undergraduate


Enrollment Information

- Department Consent Required to drop once enrolled

Wait List Wait list if class is full
 Permission Nbr
 Grading
 Units 4.00

Cancel Next

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	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

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 Search

Enter Class Nbr

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	Enrolled

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	Open

Cancel Finish Swapping

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

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BIOG 1440 - Intro Bio: Comp Physiology

Class Preferences

BIOG 1440-001 Lecture ● Open
BIOG 1440-203 Discussion ● Open

Wait List Wait list if class is full
Permission Nbr

Session Regular Academic Session
Career Undergraduate

Grading Graded (GRV)
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 **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 **4**