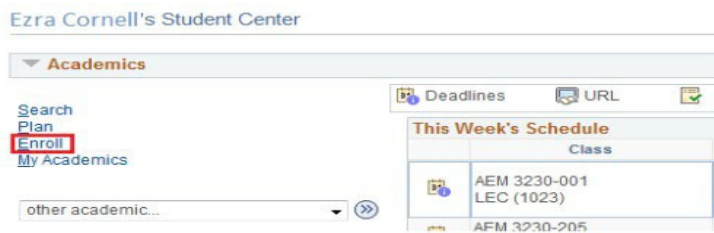


# Cornell University Office of the University Registrar

## 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

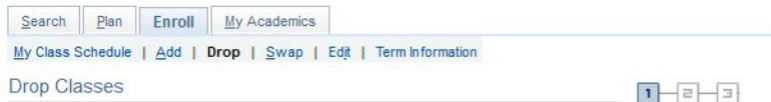


### To Drop a Class

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.

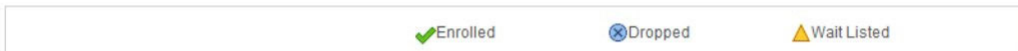


### 1. Select classes to drop

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.

Fall 2017 | Undergraduate | Cornell University

| <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.

Search Plan **Enroll** My Academics  
 My Class Schedule | **Add** | Drop | Swap | Edit | Term Information  
 Add Classes

### 1. Select classes to add - Enrollment Preferences

Fall 2017 | Undergraduate | Cornell University

AEM 2225 - Financial Accounting For Dyson

**Class Preferences**

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

Session Regular Academic Session  
 Career Undergraduate


Wait List  Wait list if class is full  
 Permission Nbr   
 Grading Graded (GRV)  
 Units 4.00

**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.

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

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.

Fall 2017 | Undergraduate | Cornell University Change Term

**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.

Fall 2017 | Undergraduate | Cornell University

**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

Spring 2017 | Undergraduate | Cornell University

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.

Spring 2017 | Undergraduate | Cornell University

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

Cancel Finish Editing **4**