Drop / Swap and Add a Course Section

Use this reference when needing to drop, swap or add a course section to your registered classes during the set timeframes for your school. Note: if you have a registration hold, you will NOT see the drop or swap buttons. The hold must be resolved before being able to drop or swap in UR Student. Refer to the View Holds QRC for steps on how to resolve holds.

Dropping a Course Section from Registration

1. Click Academics App
2. Under Academic Records click View My Courses
3. Scroll to the RIGHT in the My Enrollments table to see DROP SWAP buttons off screen. (Mac users may need to hover over the table to activate scroll bars)

Tip: Notice the Enrolled Units and Enrollment Status listed below the My Enrolled Courses table.

Note: If Enrolled Units are at the minimum limit to be considered full-time, the swap feature should be used to replace the course you would like to drop with another course. If you need to drop a course section that will put you below full-time status, please contact your Registrar.

4. Click Drop
5. Check the Confirm box
6. Click OK, then Done

Swapping a Course Section from Registration

8. Complete steps 1-4
9. Click Swap next to the course section you need to replace and choose either a New Course (steps 10, 11), or a New Section offering (steps 12, 13)

Note: Swapping to a new Course section means selecting a new course section from the same course.

Swap to a New Course
10. Click New Course
11. Type in the new course section within Course to Add
12. Click OK
13. Select an alternate section offering of lab, lecture, etc.
14. Set the Grading Basis
15. Check the Confirm Swap box. Notice the Course to drop field
16. Click OK and Done

Note: If there are NO available course section to Swap, an error will appear. This will require you to select a new Course (step 10), or contact your Registrar.

Swap to a New (Course) Section
17. Skip steps 10 – 16
18. Click New Section
19. Click OK
20. Select an alternate section offering of lab, lecture, etc.
21. Adjust the Grading Basis if needed and
22. Click OK and Done

Add (Registering for) a Course Section

23. Complete steps provided in the How to Register for a Course During Open Registration QRC to add a course section to your schedule
24. Having trouble registering for a course section? Check out this QRC or QRV

Tip: The ability, or “eligibility”, to swap a course is shown in the Eligibility field (Yes/No)