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.

### 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 OR Swap to a New (Course) Section

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**

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

### Adding (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