Drop / Swap and Add a Course Section

Use this reference when needing to drop, swap or add a course or course section during the set timeframes at your school.

Dropping a Course Section from Registration

1. Log into UR Student using your Net ID and password
2. Click Academics
3. Under Planning & Registration, click More, then View My Courses
4. Scroll to the right of the My Enrolled Courses table
   Tip: Notice the Enrolled Units and Load 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.
5. Click Drop
6. Check the Confirm box
7. 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 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. Notice the Course to drop listed above
   12. Click OK
   13. Select an alternate section offering of lab, lecture, etc.
   14. Set the Grading Basis
   15. Check the Confirm Swap box
   16. Click OK and Done

   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
   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

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

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