

Drop / Swap and Add a Course Section

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

Dropping a Course Section from Registration

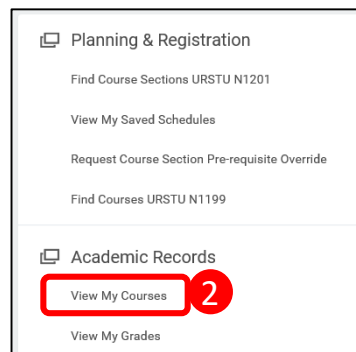
1. Log into [UR Student](#) using your Net ID and password

2. Click **Academics**



3. Under Academic Records, click **More**, then **View My Courses**

4. Scroll to the RIGHT in the **My Enrolled Courses** table to see DROP SWAP buttons off screen. (Mac users may need to hover over the table to activate scroll bars)



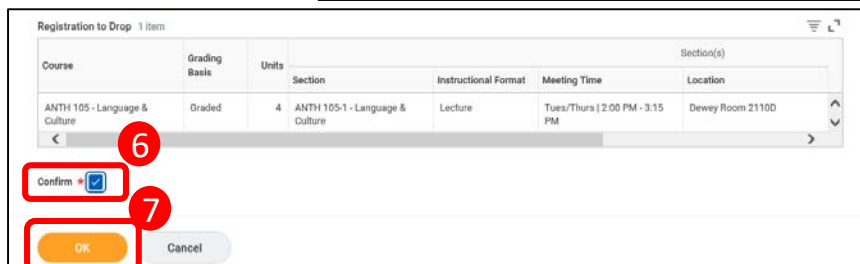
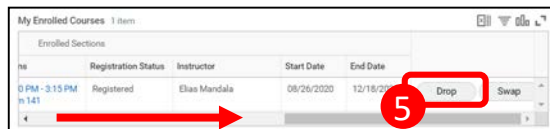
Tip: Notice the **Enrolled Units** and **Load Status** listed below the My Enrolled Courses table.

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

Swap to a New Course OR

10. Click **New Course**

11. Type in the new course section within **Course to Add**

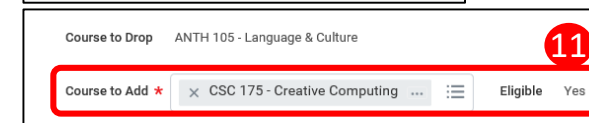
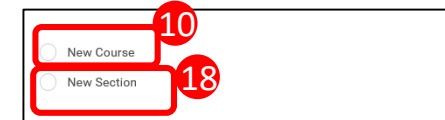
12. Click **OK**

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](#)