

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. Log into [UR Student](#) using your Active Directory account and password

2. Click the **Academics** App

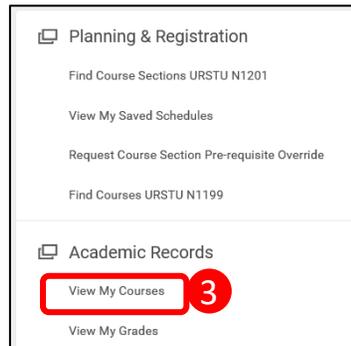
Note: If you do not have the **Academics** application in Your Top Apps, navigate to the Menu. The **Academics** application will be under **UR Student**.

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



Academics

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)



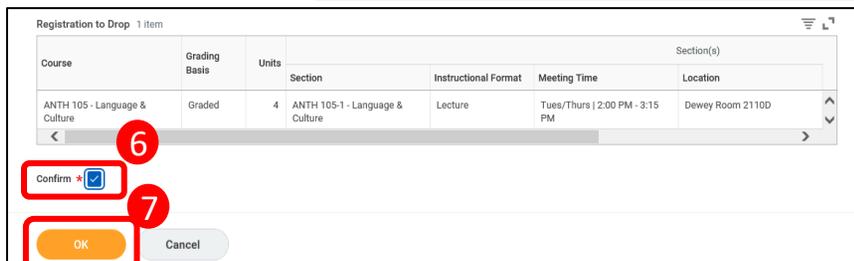
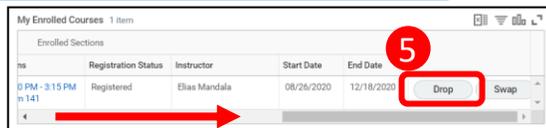
Tip: Notice the **Enrolled Units** and **Enrollment Status** listed below the My Enrolled Courses table.

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.

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 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 within **Course to Add**

12. Click **OK**

13. Select desired section offerings (e.g. lab, lecture, recitation, etc.)

14. Set the **Grading Basis**

15. Check the **Confirm Swap** box. Notice the **Course to drop** field

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 alternate section offerings (e.g. lab, lecture, recitation, 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



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](#)