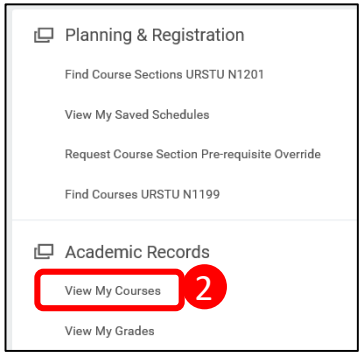
Drop / Swap and Add a Course Section

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**

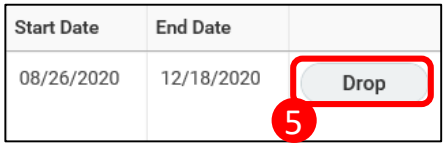
3. Under Academic Records, click **More**, then **View My Courses**
4. Scroll to the right of the **My Enrolled Courses** table

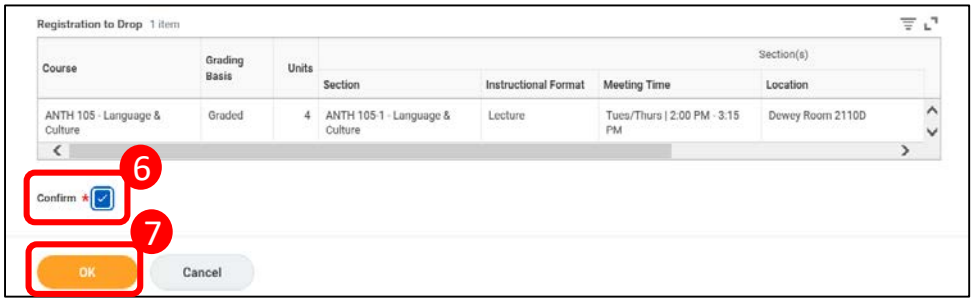


Tip: Notice the **Enrolled Units** and **Load Status** listed below the My Enrolled Courses table.

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**





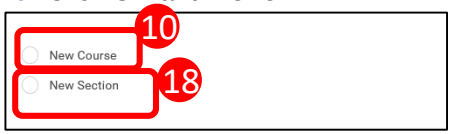
Swapping a Course Section from Registration

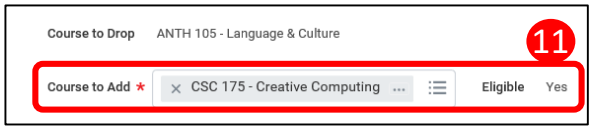
8. Complete steps 1-4
9. Click **Swap** next to the course section you need to replace and choose either a **New Course** (steps 10, 11**)**, or a **New Section** offering (steps 12, 13)

Note: Swapping 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**





OR

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

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