Swap or Drop a Class After Registration and Until Class Start

You can drop and swap classes after you have registered by using tools located in the Student Center, which is accessed through One.IU.

Please note: If you plan to re-take a placement exam during the summer and afterwards enroll in a higher-level course, ask your advisor during orientation for information regarding the new course. You can then add this course to your Shopping Cart in the Student Center and, if you place into it, swap your original course for the higher-level course before the semester begins.

Here are some important things to consider when using the Swap and Drop features:

- The Swap feature allows you to switch courses without having to drop an enrolled course before safely enrolling in the new course.
- If you want to switch classes that have the same meeting times or simply switch sections in the same course, Swap is the best tool to accomplish this.
- Use Swap if you have re-taken a placement exam and would like to move into a higher-level course that you are now eligible to take. For example, if you are currently enrolled in an entry-level math course, you might re-take a math placement exam before the semester begins, and get a new, higher test score that lets you enroll in a higher-level class. If this happens, you can swap the registered class out with the new higher-level math course that’s required for your degree.
- The Drop feature is best used when you want to drop courses because you are currently enrolled in too many credit hours. For example, if you are enrolled in 6 courses for a total of 18 credit hours and can only take 15 credit hours, you can simply drop one course (or 3 credit hours total).
- If you want to drop a course in favor of enrolling in a different course, add the new course before you drop the course you no longer want, or simply use the Swap feature. Courses can fill up quickly, particularly during the summer months, so adding the new course first or using Swap will help you avoid dropping one course only to discover that the new course is already full.

Using Swap

1. Navigate to: one.iu.edu.
2. Using the Search field, type in “Student Center”. Click on the Student Center task.
3. To swap a class, click Register & Drop/Add from the Student Center main page. From the Add Classes page, click swap.

The Swap a Class: Select a class to swap page will display.

4. Select the class you want to remove from your schedule and either select a replacement from your Shopping Cart or use Class Search or My Planner to choose a replacement.

The Swap a Class: Confirm your selection page will display.
5. If these are the classes you wish to swap, click **Finish Swapping**.

The *Swap a Class: View results* page will display. The class swap is now complete.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap ANAT-A 215 with MATH-M 118</td>
<td>Success: Classes were swapped</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Drop a Class**

1. To drop a class, click **Register & Drop/Add** from the *Student Center* main page.

2. From the *Add Classes* page, click *drop* at the top of the displayed page.

3. Select the class you want to drop.

4. Click **Drop Selected Classes**.

The *Drop Classes: Confirm your selection* page will display.

5. If the confirmation page is correct, click **Finish Dropping**.

The *Drop Classes: View results* page will display.

6. Note the **Message** and **Status** column to be sure this was successful.