

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

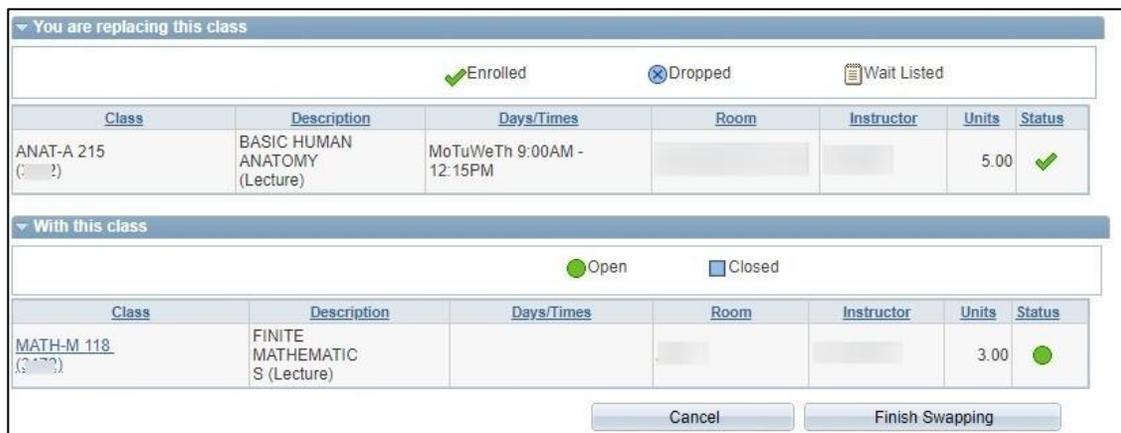
1. Navigate to: **one.iu.edu**.
2. Using the **Search** field, type in "Student Center". Click on the **Student Center** task.
3. To swap a class, click **Register & Drop/Add** from the *Student Center* main page. From the *Add Classes* page, click **swap**.



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.

A screenshot of the 'Confirm your selection' page for swapping a class. The page is titled 'You are replacing this class' and shows a table of classes. The first table, 'You are replacing this class', has a header with 'Enrolled' (checked), 'Dropped' (unchecked), and 'Wait Listed' (unchecked). The table has columns for Class, Description, Days/Times, Room, Instructor, Units, and Status. The first row shows 'ANAT-A 215 (Lecture)' with 5.00 units and a green checkmark in the Status column. The second table, 'With this class', has a header with 'Open' (checked) and 'Closed' (unchecked). The table has the same columns as the first table. The first row shows 'MATH-M 118 (Lecture)' with 3.00 units and a green circle in the Status column. At the bottom of the page are 'Cancel' and 'Finish Swapping' buttons.

5. If these are the classes you wish to swap, click



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

✔ Success: Classes were swapped
✘

Class	Message	Status
Swap ANAT-A 215 with MATH-M 118		✔

My Class Schedule

Drop a Class

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



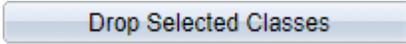
2. From the *Add Classes* page, click *drop* at the top of the displayed page.

3. Select the class you want to drop.

✔ Enrolled

Select	Class	Description	Days/Times
<input type="checkbox"/>	ANAT-A 215 ()	BASIC HUMAN ANATOMY (Lecture)	MoTuWeTh 9:00AM - 12:15PM
<input checked="" type="checkbox"/>	SPCH-S 121 ()	PUBLIC SPEAKING (Lecture)	TuTh 1:00PM - 4:00PM

4. Click.



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

Drop Classes

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
SPCH-S 121 ()	PUBLIC SPEAKING (Lecture)	TuTh 1:00PM - 4:00PM			3.00	✔

Cancel Previous Finish Dropping

5. If the confirmation page is correct, click



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

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

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✔ Success: dropped
✘ Error: unable to drop class

Class	Message	Status
SPCH-S 121	Success: This class has been removed from your schedule.	✔

My Class Schedule