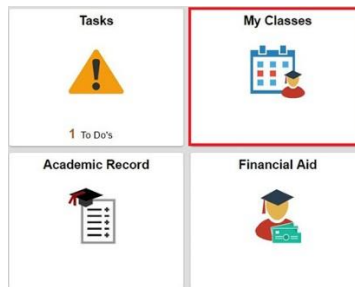




Adding, Dropping, Swapping Classes in AccesSPoint

Make sure you have talked with your adviser about the changes you are making so you know how it will impact your academic plan!

Open up [AccesSPoint](#) and click on the “My Classes” tile:



There are two ways you can drop and add classes. First, select “Add/Drop” classes on the left-hand navigation. You then have the choice to:

- **Swap Classes:** This is the safest route to switch out classes. When swapping classes, you are not dropped from your current class until you are enrolled into the class you are switching it out with. This is a great choice if minimal seats are left in the course you are seeking to take.
- **Drop and then Add Classes:** Sometimes you may need to instead drop a class first and then add a class. This will be true if you are invited in to a class after being on a wait list for a course.

Swapping Classes: Select on the left-hand navigation, “Swap Classes”. Select term.

1. Select a class to swap 1. Select the class you are wanting to drop.

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class: Select from your schedule REL 340: Buddhism

With This Class: Search for Class Class Search Search

Enter Class Nbr: OR Enter

2. Search for the new class you are wanting to add.

To search for the new section of a class, click on “Search” and enter in the search criteria for the class you are looking for, or enter the class number directly.



➔ Using the “Search” feature: Enter in criteria information to find the class you are looking for.

➔ Using the “Class Nbr” feature: Enter in the class number.

The **class number** can be found when you look up the class in the timetable in AccesSPoint. Be aware for lab courses that you will need to register for a lecture session and a corresponding lab section.

▼ CHEM 105 - Fundamental Chemistry

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
80891	01-LEC Regular	TuThFr 8:00AM - 8:50AM	Chem Bio Building (CBB) 105	Anthony Timerman	09/03/2019 - 12/13/2019	●
80892	01D1-DIS Regular	Tu 12:00PM - 12:50PM	Chem Bio Building (CBB) 265	Anthony Timerman	09/03/2019 - 12/13/2019	●
80893	01D2-DIS Regular	Tu 1:00PM - 1:50PM	Chem Bio Building (CBB) 265	Anthony Timerman	09/03/2019 - 12/13/2019	●
80894	01D3-DIS Regular	Tu 2:00PM - 2:50PM	Chem Bio Building (CBB) 265	Anthony Timerman	09/03/2019 - 12/13/2019	●
80895	01D4-DIS Regular	Tu 4:00PM - 4:50PM	Chem Bio Building (CBB) 265	Anthony Timerman	09/03/2019 - 12/13/2019	●
80896	01L1-LAB Regular	Mo 8:00AM - 10:50AM	Chem Bio Building (CBB) 230	Anthony Timerman	09/03/2019 - 12/13/2019	●

The class you are adding may also have a lab section and/or discussion section - make sure to add the lab and/or discussion section that has the same section number as the lecture.



Follow the prompts by confirming it is the course you want to add and clicking “next” and “enroll” to officially add the course.

Dropping and then Adding Classes: Select on the left-hand navigation either “Drop Classes” or “Add Classes”. Select term.

➔ To drop a class:

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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1. Select the class you want to drop.

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMM 390-01C (41240)	Seminar (Seminar)	TuTh 12:30PM - 1:45PM	Comm Arts Center (CAC) 237	T. Bodor	3.00	✓
<input type="checkbox"/>	COMM 480-04 (42679)	Communication Internship (Field)		TBA	T. Bodor	4.00	✓
<input type="checkbox"/>	COMM 499-12 (41284)	Special Work (Ind Study)		TBA	R. Sprague	3.00	✓
<input type="checkbox"/>	REL 340-01 (40302)	Buddhism (Lecture)	We 11:00AM - 12:50PM	Collins Classrm Ctr (CCC) 233	L. Whitmore	3.00	✓

2. Click on “Drop Selected Classes”.

Drop Selected Classes

My 2019 Spring Class Schedule

➔ To add a class:

Search for the class you want using either the “Search” or “Class Nbr” feature.

Student Home My

View My Classes

My Weekly Schedule

Schedule Builder

Add/Drop Classes

Shopping Cart

Add Classes

Drop Classes

Swap Classes

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. With your class selections, proceed to step 2 of 3.

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Add to Cart

Enter Class Nbr

Enter

2019 Spring Shopping Cart

Find Classes

Class Search

Search

Schedule Builder

For more instructions on how to use these two options, see “Swapping Classes” section above.

Follow the prompts by confirming it is the course you want to add and clicking “next” and “enroll” to officially add the course.