

# How to Add/Drop/Swap Classes

Once you have your schedule, you can add, drop or swap a class in Path@Penn!

For Path@Penn, click **Add/Drop/Swap Classes** under *Academic Planning and Registration*.



## I want to Add a class!

- Find **open classes** by scrolling down to “Advance Search” in the *Search Classes* panel, choosing the “Class Status” drop-down, and selecting “Open Classes.” Then, click **Search** to view available courses.
- Follow the steps you took during Advance Registration to add courses to your Primary Cart.
- Once you have the course(s) in your Primary Cart, click **Submit Schedule** AND then click **Submit Registration** to complete registration for the course.
- Check your Primary Cart to confirm the course was successfully added (it will have a black check mark next to it if you have a confirmed seat).

## I want to Drop a class!

- In your **Primary Cart**, click on the class you want to drop; this will open the *Course Details* panel.

*Tip: Dropping a class will also drop any associated lab or recitation.*

- Click the **Remove From Cart** button.
- The dropped class will now appear in the Primary Cart with a **red line (—)** in front to designate you are attempting to drop it. *\*Make sure only the class you want to drop has the red line.\**
- Click **Submit Schedule** AND then click **Submit Registration** to complete the drop; check your Primary Cart to confirm the class no longer appears.

## I want to Swap a class!

Don't want to risk dropping your seat in a registered course before you know if you'll get a seat in another course? Use the Swap feature.

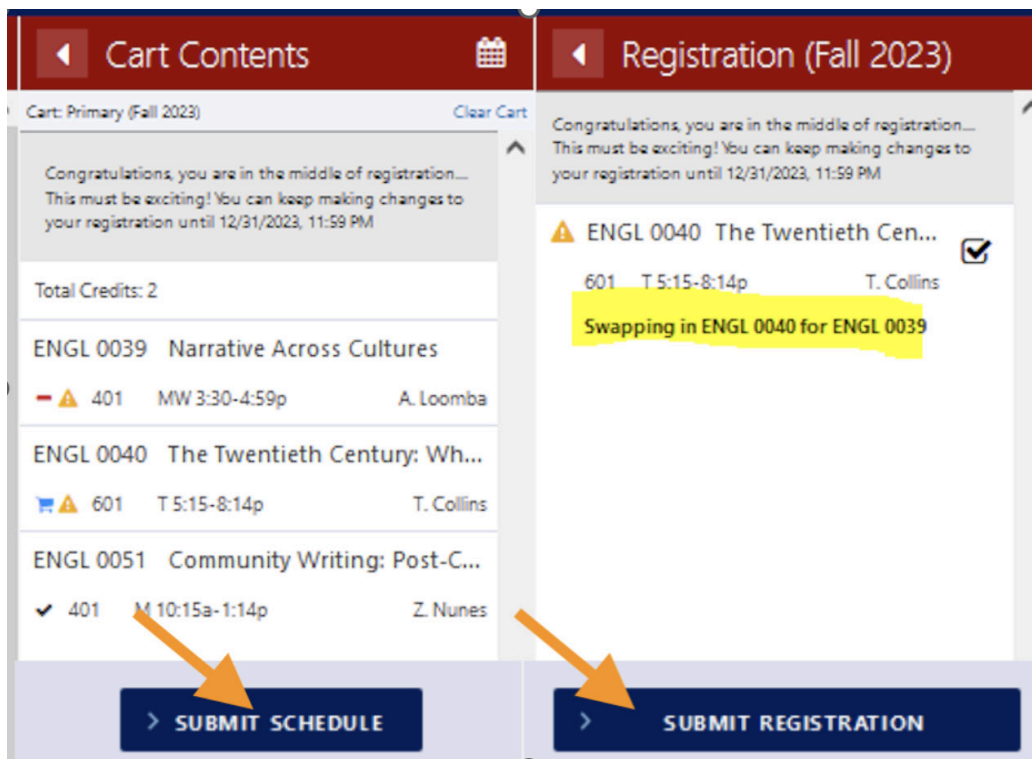
- Keep the course you want to "swap out" in your **Primary Cart**; add the open course you would like to "swap in" to your Primary Cart.
- Click on the course you want to "swap in;" from the *Course Details* panel, click **Edit Registration Options**.

The screenshot shows the 'Search Classes' and 'Cart Contents' panels. The 'Cart Contents' panel lists three courses: ENGL 0039, ENGL 0040, and ENGL 0051. The 'ENGL 0040' course details panel is open, showing the course title 'The Twentieth Century: Whose American Dream?', section information, and a description. The 'REGISTRATION NOTES' section highlights that the course is already in the primary cart. The 'EDIT REGISTRATION OPTIONS' button is circled in orange. The 'REGISTRATION OPTIONS' panel on the right shows the 'SWAP THIS WITH' dropdown menu, which is currently set to 'Not Applicable'.

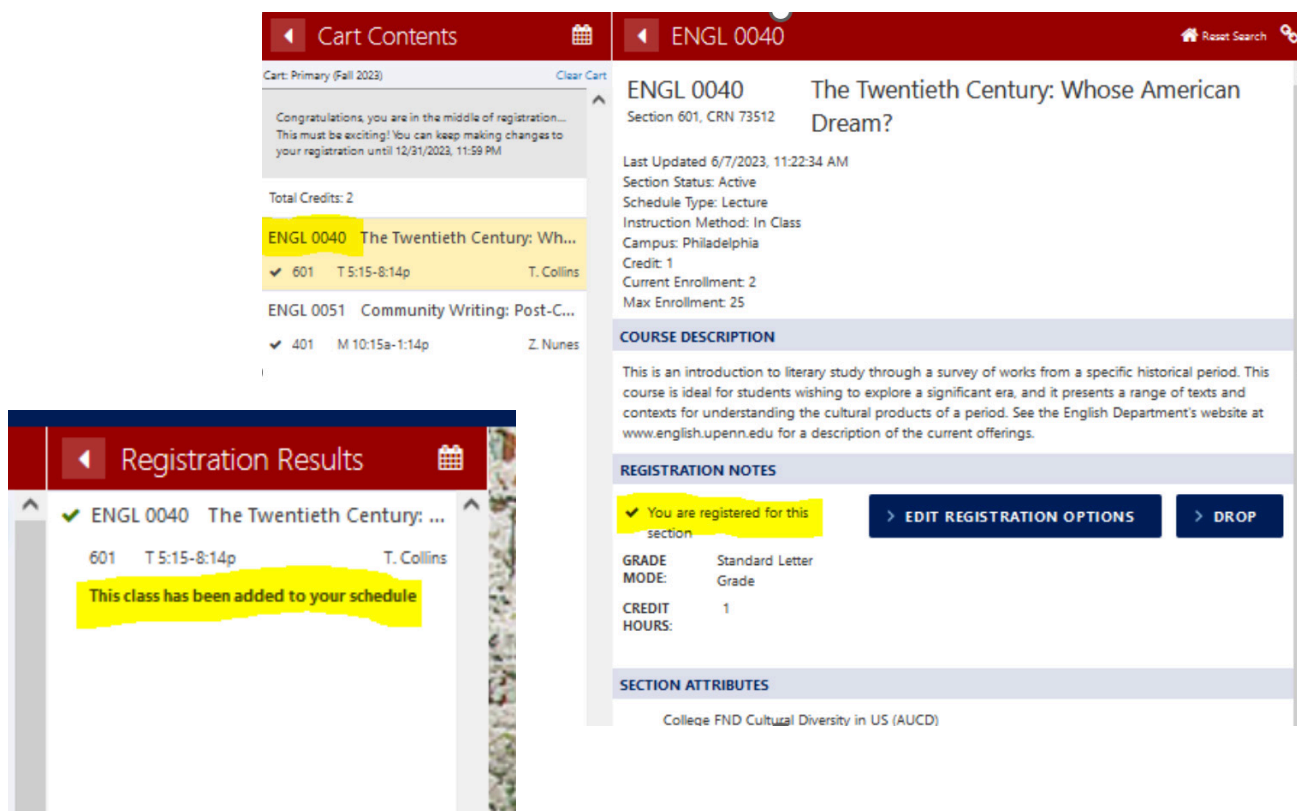
- From the 'Swap This With' dropdown menu, choose the course you want to "swap out" and click **Save Changes**.
- Return to your Primary Cart; if the swap is available, there will now be a **red line (--)** in front of the course you wish to "swap out" and a blue cart icon next to the one you want to "swap in."

The screenshot shows the 'Cart Contents' and 'ENGL 0040' course details panels. The 'Cart Contents' panel shows the 'ENGL 0040' course with a red line (--) next to it, indicating it is the course being swapped out. The 'ENGL 0040' course details panel shows the 'REGISTRATION NOTES' section with a message: 'Swapping in ENGL 0040 for ENGL 0039'. The 'EDIT REGISTRATION OPTIONS' button is highlighted in blue.

- **IMPORTANT!** Click **Submit Schedule** AND then click **Submit Registration** to finalize the change; return to your Primary Cart to confirm.



- If successful, the course you “swapped out” will no longer appear and you will see a black check mark next to the course you “swapped in,” indicating you have a confirmed seat in the course.



### **Other Swap Tips:**

\*If you are trying to swap all or some components of a class that has multiple components (e.g. you're registered for ECON 0100 which has both a lecture and a recitation, and you want to swap into another lecture and/or recitation):

- Add the desired component(s) to your Primary Cart.
- In the registration options for the component(s) you are swapping in, click on the 'swap this with' dropdown and choose the correct component of the class you are swapping out (e.g. a lecture must be swapped for a lecture, a recitation must be swapped for a recitation).
- Be sure to click **Save Changes, Submit Schedule, AND Submit Registration**, and then return to your Primary Cart to confirm any changes.