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**.
  
  - 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.”
• 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.