

# Swapping Classes (Conditional Add/Drop)

## CSU Registration

If you find that you want to register for a course that meets during the same time as something already on your course schedule (or if you want to change recitation/lab details while staying in the same lecture), you are able to easily swap your courses by submitting your changes at the same time. To aid in this process, a feature called “Conditional Add/Drop” is available to make this process even easier. By selecting the “Conditional Add/Drop” option when you’re swapping classes, you’re telling the system that you want to drop from a section on your schedule, but only on the condition that you’re able to successfully register for the section that will be taking its place. This may be useful to you when you’re doing a 1:1 swap of courses at the same time, if you’re dropping a course in order to register for your open waitlist seat, or if you’ve requested an override, but aren’t sure if that override process has been completed.

This help document will cover the following: *Swapping courses using Conditional Add and Drop* – both successful swaps, and what it looks like when a swap is unsuccessful.

### Swapping Courses using Conditional Add and Drop:

- 1. Add the section** for which you want to register to your course summary by clicking **Add**.

As you’ll note in the screenshot below, the system has recognized that this section is in a Time Conflict with another registered section.

|       |      |     |     |   |                              |               |                     |                             |                                                                                     |                                    |
|-------|------|-----|-----|---|------------------------------|---------------|---------------------|-----------------------------|-------------------------------------------------------------------------------------|------------------------------------|
| 61501 | HIST | 150 | 001 | 3 | U.S. History to 1876 (GT-H1) | S M T W T F S | 09:30 AM - 10:45 AM | Building: Clark Room: A 203 | 110 of 110 seats remain.<br>200 of 200 waitlist seats remain. <b>Time Conflict!</b> | <input type="button" value="Add"/> |
|-------|------|-----|-----|---|------------------------------|---------------|---------------------|-----------------------------|-------------------------------------------------------------------------------------|------------------------------------|

This section will appear in your course summary with an Action of “Pending”, and you’ll see the newly added section appearing in the Schedule grid next to the registered course.

| CRN   | Details       | Hours | Title                          | Schedule Typ | Status     | Action          |
|-------|---------------|-------|--------------------------------|--------------|------------|-----------------|
| 61503 | HIST 150, 002 | 3     | U.S. History to 1876 (GT-H...  | Lecture      | Pending    | Register on Web |
| 62865 | LIFE 102, L03 | 0     | Attributes of Living Syste...  | Laborato...  | Waitlisted | None            |
| 62178 | PSY 100, 002  | 3     | General Psychology (GT-...     | Lecture      | Registered | None            |
| 64023 | MU 100, 005   | 3     | Music Appreciation (GT-...     | Lecture      | Registered | None            |
| 60001 | AGRI 116, 001 | 3     | Plants and Civilizations (...) | Lecture      | Registered | None            |
| 66625 | AGRI 116, R06 | 0     | Plants and Civilizations (...) | Recitation   | Registered | None            |

- 2. Change the Action** of the conflicted course to “Drop on web”

| CRN   | Details       | Hours | Title                          | Schedule Typ | Status     | Action          |
|-------|---------------|-------|--------------------------------|--------------|------------|-----------------|
| 61503 | HIST 150, 002 | 3     | U.S. History to 1876 (GT-H...  | Lecture      | Pending    | Register on Web |
| 62865 | LIFE 102, L03 | 0     | Attributes of Living Syste...  | Laborato...  | Waitlisted | None            |
| 62178 | PSY 100, 002  | 3     | General Psychology (GT-...     | Lecture      | Registered | None            |
| 64023 | MU 100, 005   | 3     | Music Appreciation (GT-...     | Lecture      | Registered | None            |
| 60001 | AGRI 116, 001 | 3     | Plants and Civilizations (...) | Lecture      | Registered | None            |
| 66625 | AGRI 116, R06 | 0     | Plants and Civilizations (...) | Recitation   | Registered | None            |

- 3. Check the “Conditional Add and Drop”** box next to the **Submit** button

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Conditional Add and Drop ?

4. Click **Submit** to swap these courses.
  - a. **Save Successful** - As long as you met the prerequisites and restrictions for the added course, you will see the new course showing as “Registered” and the other course will now be in a light grey with a Status of “Deleted”. Click **Submit** a final time to remove this course from your course summary area.

| Summary |               |       |                                    |               |            |        |
|---------|---------------|-------|------------------------------------|---------------|------------|--------|
| CRN     | Details       | Hours | Title                              | Schedule Type | Status     | Action |
| 61503   | HIST 150, 002 | 3     | U.S. History to 1876 (GT-H11)      | Lecture       | Registered | None   |
| 62865   | LIFE 102, L03 | 0     | Attributes of Living Systems (G... | Laboratory    | Waitlisted | None   |
| 62178   | PSY 100, 002  | 3     | General Psychology (GT-SS3)        | Lecture       | Registered | None   |
| 64023   | MU 100, 005   | 0     | Music Appreciation (GT-AH1)        | Lecture       | Deleted    | None   |
| 60001   | AGRI 116, 001 | 3     | Plants and Civilizations (GT-SS3)  | Lecture       | Registered | None   |
| 66625   | AGRI 116, R06 | 0     | Plants and Civilizations (GT-SS... | Recitation    | Registered | None   |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

- b. **Unable to make requested changes so your schedule was not changed** - This is the message you will receive if you did not meet all the necessary criteria to register for the course you selected. By choosing the “Conditional Add and Drop” check box, you remain registered for the original section on your schedule, because you were unable to make a successful swap.

Ram, Cam 1

**Unable to make requested changes so your schedule was not changed.**

| Summary |               |       |                                    |               |                             |        |
|---------|---------------|-------|------------------------------------|---------------|-----------------------------|--------|
| CRN     | Details       | Hours | Title                              | Schedule Type | Status                      | Action |
| 77408   | PSY 330, 001  | 3     | Clinical and Counseling Psychol... | Lecture       | Errors Preventing Regist... | Remove |
| 61503   | HIST 150, 002 | 3     | U.S. History to 1876 (GT-H11)      | Lecture       | Registered                  | None   |
| 62865   | LIFE 102, L03 | 0     | Attributes of Living Systems (G... | Laboratory    | Waitlisted                  | None   |
| 62178   | PSY 100, 002  | 3     | General Psychology (GT-SS3)        | Lecture       | Registered                  | None   |
| 60001   | AGRI 116, 001 | 3     | Plants and Civilizations (GT-SS3)  | Lecture       | Registered                  | None   |
| 66625   | AGRI 116, R06 | 0     | Plants and Civilizations (GT-SS... | Recitation    | Registered                  | None   |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop ?

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## CSU Registration

To review why you were unable to successfully add the new section, hover over the “Errors Preventing Registration”. If you still want to register for this course, you will need to receive overrides that correspond to these errors. Always remember to check the “Conditional Add and Drop” when you’re ready to try the swap again!

| CRN   | Details       | Hours | Title                              | Schedule Type | Status                      |                                                                                                                                                                                                                                                                                   |
|-------|---------------|-------|------------------------------------|---------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 77408 | PSY 330, 001  | 3     | Clinical and Counseling Psychol... | Lecture       | Errors Preventing Regist... | <div style="border: 1px solid red; padding: 5px; width: fit-content;">                     Major, Minor, or Concentration Restriction - click course for more information.<br/>                     Prerequisite Not Met-click course for more information                 </div> |
| 61503 | HIST 150, 002 | 3     | U.S. History to 1876 (GT-H11)      | Lecture       | Registered                  |                                                                                                                                                                                                                                                                                   |
| 62865 | LIFE 102, L03 | 0     | Attributes of Living Systems (G... | Laboratory    | Waitlisted                  | None                                                                                                                                                                                                                                                                              |
| 62178 | PSY 100, 002  | 3     | General Psychology (GT-SS3)        | Lecture       | Registered                  | None                                                                                                                                                                                                                                                                              |
| 60001 | AGRI 116, 001 | 3     | Plants and Civilizations (GT-SS3)  | Lecture       | Registered                  | None                                                                                                                                                                                                                                                                              |
| 66625 | AGRI 116, R06 | 0     | Plants and Civilizations (GT-SS... | Recitation    | Registered                  | None                                                                                                                                                                                                                                                                              |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

*Note if you’re using Mozilla Firefox: Hovering over the Status will not display these errors. In this case, you can modify the section returning errors to “Register on Web” in the Action dropdown, and Submit (this time, do not modify the other course’s Action or check the “Conditional Add and Drop” checkbox). This will result in the errors preventing registration to appear in the top right notification area. Example below:*

The screenshot shows the same registration table as above. A blue notification box is overlaid on the right side of the table, containing the following text:

- PSY 330 CRN 77408: Time Conflict with CRN 61503
- PSY 330 CRN 77408: Major, Minor, or Concentration Restriction - click course for more information.

The table below the notification shows the status of the courses: CRN 77408 is now 'Errors Preventing Registra' and CRN 61503 is 'Registered'. The 'Remove' dropdown for CRN 77408 is visible.

### Still need assistance?

- Take a look at the *FAQs* available in RAMweb in the FAQ section of the Main Menu
- Review our video tutorials, available on our [website](#)
- Contact the Registrar’s Office at [RegistrarsOffice@Colostate.edu](mailto:RegistrarsOffice@Colostate.edu) or 970-491-4860