

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 sections 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. 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. 200 of 200 waitlist seats remain. Time Conflict!	Add
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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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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.

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.

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

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

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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	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-HI1)	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

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 drop down, and Submit (this time, do not modify the other course’s Action or check the “Conditional Add and Drop” check box). This will result in the errors preventing registration to appear in the top right notification area. Example below:

CRN	Details	Hours	Title	Schedule Type	Status	Action
77408	PSY 330, 001	3	Clinical and Counseling Psychology	Lecture	Errors Preventing Registra	Remove
61503	HIST 150, 002	3	U.S. History to 1876 (GT-HI1)	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

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 Office of the Registrar at RegistrarsOffice@Colostate.edu or 970-491-4860