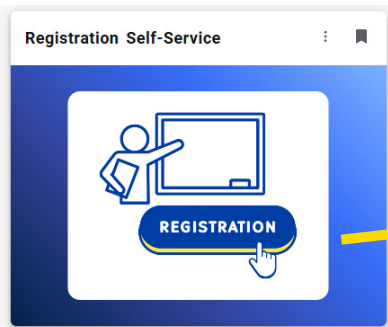
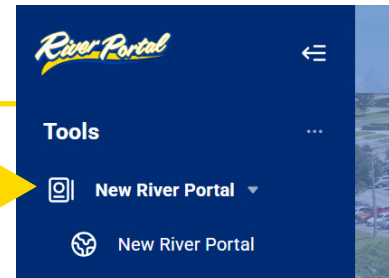




How to Add, Swap, or Drop Classes

1. Log in and select your **New River Portal**.
2. Locate the **Registration Self-Service** card and click Open Registration Dashboard.



3. Select **Register for Classes** and choose the term.
**You can check the date a semester opens for registration, the last day to drop, and the last day to withdraw on the academic calendar.*



Register for Classes
Search and register for your classes.

**If you are only trying to drop a class skip to step 7.*

4. **Find classes** by searching the Subject, Course Number, Instructor, and/or Campus.

5. To add an additional class or swap a class section **click Add** on the preferred section.
Adding a selection to your 'cart' DOES NOT save your seat or complete registration / section swap!

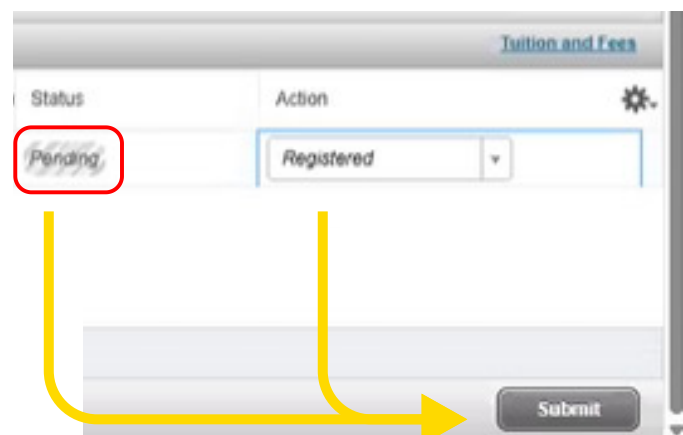
Meeting Times	Instructional Method	Instructor	Status	Schedule Type	Attribute	Linked Section	Action
S M T W T F S 07:00 AM - 08:15 AM	Hybrid (Online ...	Quaresima, Antonio (Ph...	8 of 30 seats re...	Lecture	AA Elective Approved for Dual Enrollment High Quality Subject Area S		Add

6. To Add a Class

All recently added classes in your cart will have a **Pending status**. The **action menu next to each class will say Registered** but you are not done yet!

You must **click the submit button** to complete the registration and reserve your seat in the classes in your cart.

The status will **change from Pending to Registered**



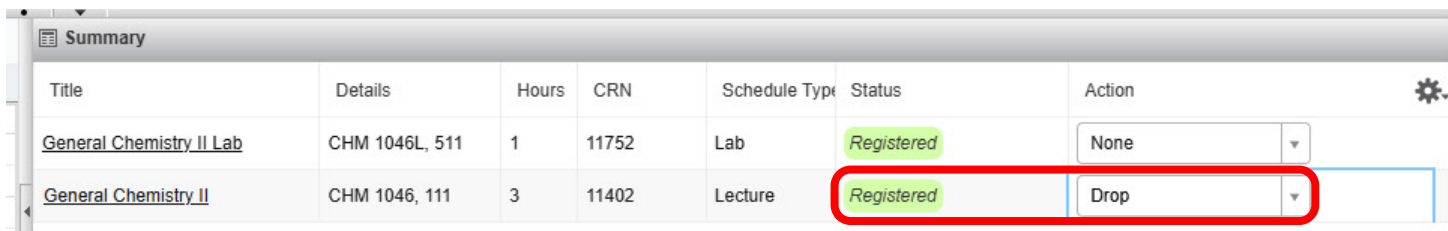
7. To Drop/ Withdraw a Class

After completing step 3, all classes previously registered for a selected term will be visible at the bottom of your screen in your cart.

To remove a class already marked as **Registered** click the **Action menu** for the selected class and change to **Drop** or **Withdraw**.

**Dropping a class is allowed through the first week of class and entitles you to a tuition refund. Withdrawing from a class is allowed after the first week and up to the withdrawal deadline. A withdrawal does not provide a refund and results in a grade of W on your transcript, which does not impact your GPA but can affect Financial Aid.*

If you are registered for multiple classes make sure **all other classes Action menus are set to None** and click .

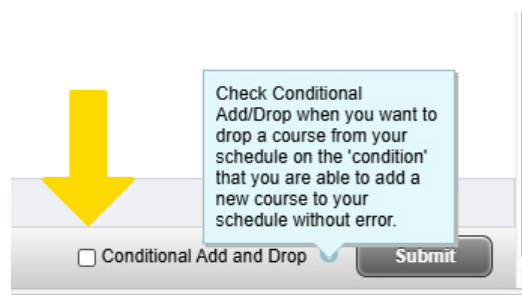


Title	Details	Hours	CRN	Schedule Type	Status	Action
General Chemistry II Lab	CHM 1046L, 511	1	11752	Lab	Registered	None
General Chemistry II	CHM 1046, 111	3	11402	Lecture	Registered	Drop

8. To Swap Class Sections.

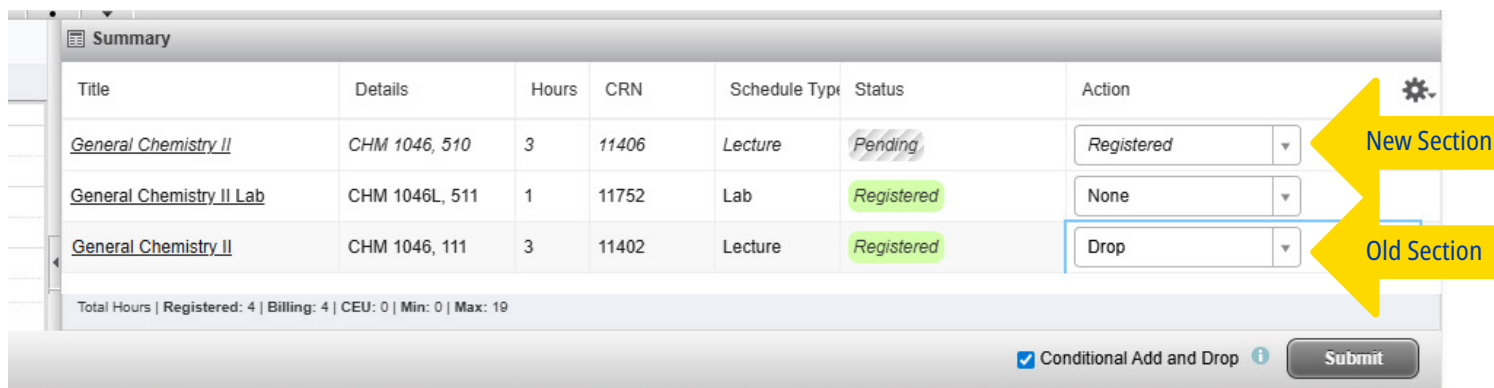
To swap a class section you need to ensure the registered section and the section you would like to swap for are both in your cart.

Once you have both class sections in your cart be sure to **check the box** at the bottom of the cart by the submit button **for Conditional Add and Drop**.



9. Change the **Action** for the **Registered** class to **Drop** and the **Action** for the new section to **Registered**.

If you are registered for multiple classes make sure **all other classes Action menus are set to None** and click .

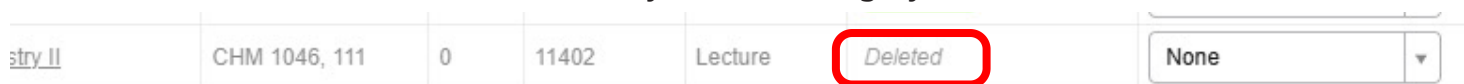


Title	Details	Hours	CRN	Schedule Type	Status	Action
General Chemistry II	CHM 1046, 510	3	11406	Lecture	Pending	Registered
General Chemistry II Lab	CHM 1046L, 511	1	11752	Lab	Registered	None
General Chemistry II	CHM 1046, 111	3	11402	Lecture	Registered	Drop

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 19

☒ Conditional Add and Drop 

10. A removed class will still be visible in your cart as a grayed-out line with a Deleted status.



General Chemistry II	CHM 1046, 111	0	11402	Lecture	Deleted	None
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