**How to Change Course Sections for a Course using Self-Service**

In this video, we will cover how to switch sections of a course using Student Planning and Registration within Self-Service.

In order to do this you need to drop the current section of the course that you’ve registered for, and then add the new section of the course. The first step is to confirm that you are within the time frame to make changes to your course selection by reviewing the Important Dates and Deadlines section of the Undergraduate Academic Calendar. Since switching sections involves dropping and adding classes, you’ll need to do this on or before the Add/Change deadline for the current or upcoming term.

Once you have determined that you are before the Add/Change deadline, the next step will be to log in to your myTrent account and go to the Academics section to select the Self-Service icon. On the homepage menu for Self-Service, select Student Planning & Registration. This will bring us to the Student Planning & Registration Overview page. Next, we will click on option two, Plan Your Degree and Register for Classes. This brings us to the Plan and Schedule page. By default, this will load the current plan in courses registered for the current term.

For this example, we will be using the 2023 UG Fall Term. You will see all the courses you have planned or are registered in. Let’s say we want to switch sections of BIOL 1020H. We’ve already consulted the Academic Timetable so we know exactly which section we want to switch into. We’d like to switch into BIOL 1020H-A-F03.

We can look for the BIOL 1020H listing on the left side of the page. Then we’ll click ‘View other sections’ and we’ll scroll down until we find the section we want which is BIOL 1020H-A-F03. If we click on that section a popup box appears and from here we’ll click ‘Add section’. We can see a few popup messages at the top right side of the screen showing that we’ve added this section of BIOL to our course plan and another message indicating that this section of BIOL 1020H conflicts with the one we’re currently registered in. That’s okay because we know we have to drop the section that we’re currently in which is BIOL 1020H-A-F01.

Using the course list on the left side of the page we will scroll down to the section of BIOL 1020H that we want to add (F03). We notice the red error message saying it conflicts but this conflict will be resolved when we drop section F01. So first we will drop section F01 by clicking the blue ‘Drop’ button. In the popup window it will allow us to drop this section and add the new section at the same time.

We check to make sure that BIOL 1020H-A-F01 is selected to be dropped. And then we click the checkbox beside BIOL 1020H-A-F03 because this is the section we want to add. Clicking ‘Update’ drops us from section F01 and registers us in F03. The course will remain in your term plan until you remove it from your course plan by clicking the X in the top right corner of the course details box. Then a popup menu asks us to confirm that this is the course we want to remove. So we’ll click ‘Remove’.

We hope that you are now familiar with how to switch sections of a course using Student Planning & Registration. Watch our other how-to videos for more information about Self-Service at Trent University.