Administrative Drop/Swap Request Form

The online Administrative Drop/Swap Request Form is intended to facilitate the administrative need to remove students from sections due to missing pre-requisites or non-attendance, or switch students from one section/class to another section/class.

**Administrative Drops** - Requests to drop students who do not meet pre-requisites, do not attend classes, or for some other administrative reason.

**Administrative Swaps** - Requests to swap sections or classes for students who inadvertently enrolled in the wrong section/class -- e.g., a senior capstone class rather than a senior thesis class. **PLEASE NOTE:** Administrative swaps must result in the same or fewer credits enrolled, not more due to tuition/fee implications that need to involve student acceptance of financial obligation.

Select department, program, and school/college users have access to the form. To request access to the form, please contact Seth Zlotocha in the Registrar's Office at zlotocha@uwm.edu.

The form is located at: [https://www4.uwm.edu/des/apps/reg_drop_swap/index.cfm](https://www4.uwm.edu/des/apps/reg_drop_swap/index.cfm)

1. Login using your epanther ID and password.
2. After logging in, you will see two options for requesting a drop/swap in the available terms.

Terms will become available approximately one month prior to the start of classes and will remain available until the end of a term.

*Search by Campus ID* allows you to pull up the enrolled classes for an individual student. This is the most appropriate option for dropping/swapping one or more sections for a single student.

*Search by Class* allows you to pull up a class roster for a specific class section. This is the most appropriate option for dropping/swapping a section for multiple students.

**NOTE:** The enrollment data on the form comes from the data warehouse, which is refreshed from PAWS on a nightly basis. This means that enrollments that took place on the same day the form is being used will not appear on the form (e.g., an enrollment that took place in PAWS on Tuesday, Sept. 4, will not appear on the form until Wednesday, Sept. 5).

Please check the Class Roster in PAWS prior to submitting drop/swap requests if the students have been instructed to drop or swap themselves to ensure they have not already taken that action on their own.
3. Click on the desired option – Search by Campus ID or Search by Class.

*If Search by Campus ID*, you will be prompted to enter the student’s Campus ID.

Click “Send Form” or tab out of field.

After processing, the student’s enrollment for the term will appear along with the student’s name and UWM email address.

*If Search by Class*, you will be prompted to enter a Class Number. Use PAWS or the online Schedule of Classes to ensure you have the correct Class Number.

Click “Send Form” or tab out of field.
After processing, a roster of enrolled students for the section will appear along with subject, catalog number, and section number.

4. The processing is identical between the Search by Campus ID and Search by Class options. A drop-down will appear next to each section of the student’s enrollment in Search by Campus ID and next to each student in the roster if Search by Class.

The drop-down options are "Drop" or "Swap." You are able to select multiple actions for the same student or roster within a single request.

If “Drop” is selected, you will be prompted to select a drop reason.

Your options are “No Prereq” for students who do not meet the necessary requisites for the class, “No Attendance” for students who are being dropped for a lack of attendance, and “Other” requiring a specific reason in a new text box that appears.

An optional “Note” section appears if you need to communicate any detailed information as part of the request.

**IMPORTANT NOTES:**

The drop will be processed based on the drop reason selected. Students are **not** responsible for tuition/fees for administrative drops for missing prerequisites. Students who are administratively dropped for non-attendance, however, are responsible for any tuition/fees assessed based upon the drop date.

For multi-part section drops, a request only needs to be submitted to drop the lecture (enrollment) component. The related component is automatically dropped along with the enrollment component.
If “Swap is selected, you will be prompted to enter the New Class Number.

NOTE: Swaps only will be processed if they are to new sections carrying the same number or fewer credits. If the student should be enrolled in the new section for fewer credits, please specify that in the Note section. If additional credits are required, the student will need to submit an add/drop form to perform the swap due to the tuition/fee implications of the transaction.

5. Once all section changes have been marked on the form, submit the request by clicking the “Send Form” button at the bottom of the screen. This routes the information in the request to the Registrar’s Office for processing.

After submitting the form, you will be automatically returned to the Search by Campus ID or Search by Class page, depending on the type of form that was submitted. An email confirmation will be sent to your UWM account.
If the Registrar's Office has any issues processing your request, you will be contacted via email with details for why the request was rejected. If the issues can be addressed, you may reply to this email with the necessary information and the request will be re-processed.

<table>
<thead>
<tr>
<th>Student Paws, Rita Barbara (990563905) <a href="mailto:RITAPAWS@UWM.EDU">RITAPAWS@UWM.EDU</a> drop/swap Form is rejected for term 1090:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20614, CHEM, 100, DIS, 651 Swap, 09878</td>
</tr>
<tr>
<td>Class number/lab section does not exist. Please clarify desired new class/section number for swap.</td>
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You will receive a confirmation email when the request has been successfully processed.