

Swap a Class

Swapping a class allows you to simultaneously add a class at the same time you drop one. The benefit is that you do not have to drop the class unless you can successfully add the new one.

Swap a Class

1. Click the **Manage Classes** tile on your Student Homepage.
2. Click **Enroll** in the left navigation.
3. Click the **Swap** tab to select the term that contains the class you wish to swap. If more than one term is open for enrollment changes, you will be offered a choice of terms. Select the appropriate term by clicking the radio button.

4. Click the **Search for Class** button to search for the class you wish to add to your schedule, or enter the class number in the Enter Class Nbr field. Click **Search**.
5. Scroll down to the Search Results.
6. Click **Select Class** to add the new class to your swap.
7. Review the **Enrollment Preference** page.
8. Click **Next** to continue.

9. Confirm the classes you have selected for this swap process.
10. Click **Finish Swapping** when you are satisfied with the classes.

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MKTG 3433-002 (1388)	INTRO TO MARKETING (Lecture)	MoWeFr 9:40AM - 10:30AM	First Security Aud WJWH0218		3.00	✓

▼ With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTS 3043-001 (9304)	ILLUSTRATION (Studio)	MoWe 2:00PM - 4:45PM	Studio-Painting FNAR 0311		3.00	●

11. View the results of your swapped classes. The Status will display with either a **green check mark** or a **red X** indicating either success or error.

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap MKTG 3433 with ARTS 3043	Error: You cannot add this class due to a time conflict with class 12660. Select another class.	✗

12. Click **My Class Schedule** to review your new schedule. If you received an error, simply swap again with a different class.