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.

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.

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