

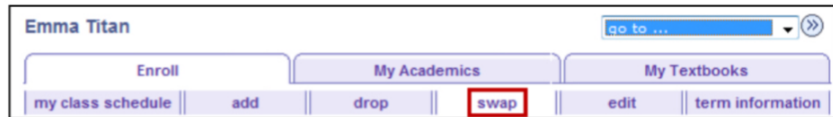
How to Swap a Class – Step by Step

Swapping a Class

Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

Step 1:

To swap a class, navigate to the registration menu and then select **Swap**.



Step 2:

First select the class you wish to swap from the pull-down list of your enrolled classes.

This is the class you want to drop.



Step 3:

Choose the class you want as a replacement.

If you know the class number (i.e. 10004) you wish to add, enter it in the **Enter Class Nbr** field and then click **Enter**.

To search for classes, click **Search**.



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Step 4:

Make sure the class you are replacing and the class that you will take in its place are both correct.

Confirm the swap by clicking on **Finish Swapping**, or click **Cancel** to stay enrolled in the class you had wanted to replace.

Swap a Class 1

2. Confirm your selection

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

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You are replacing this class

✔ Enrolled ✖ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BUAD 301-18 (10634)	Adv Business Communication (Seminar)	Tu 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	S. Yasger	3.00	✔

With this class

📖 Textbook 📄 Syllabus 🔍 Instructor Notes ● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUAD 301-26 (16167)	Adv Business Communication (Seminar)	Mo 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	J. Jewell	3.00	●

CANCEL FINISH SWAPPING

Step 5:

If the swap is successful, you will receive a confirmation message.

Swap a Class 1 2

3. View results

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

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✔ Success: Classes were swapped ✖ Error: Unable to swap class

Class	Message	Status
Swap BUAD 301 with BUAD 301	Message: This class has been replaced.	✔

MY CLASS SCHEDULE