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.

**Step 5:**
If the swap is successful, you will receive a confirmation message.