Enrollment: Swap Classes

1. From the student home page, click the Classes tile. The Manage Classes page will open with a list of menu items on the left.

2. Click Swap Classes from the left-side menu.

3. Select the Semester. The Swap Classes page will open.

4. In the Swap This Class section, click the drop-down and select the course you no longer wish to keep.
5. **With This Class**: You have three options to search for a replacement class:

   A. **Option 1 – Class Search**: Click the drop-down to search the Course Catalog.

   i. Click the **Search** in the top right corner

   ii. Enter a **keyword** (e.g. course, subject, class or topic)

   iii. Click the **Go** arrow.

   iv. Select a class from the search results list.

   v. On the **Course Information** page, select a course offering.

   vi. Complete **Step 1 of 3: Review Class Selection** and click **Next**.
vii. Complete **Step 2 of 3: Review Class Preferences**:

- **Enroll** or **Add to Shopping Cart?** The **Enroll** option will default
- **Add to waitlist if class is full? Yes** or **No**
- **Click Accept.**

viii. Complete **Step 3 of 3: Confirm Class Swap.**

- **Confirm** replaced class.
- **Confirm** new class.
- **Click Submit** and click **Yes** on the pop-up confirmation.

A **Confirmation** page will appear with a green checkmark indicating that the class has been swapped.
**Note:** You can also click **View my Classes** on the left-side menu to see an updated class list.

B. **Option 2 – Select from Shopping Cart:** Click the drop-down and select from the list of classes previously added to your Shopping Cart.

C. **Option 3 – Enter Class Number** for the course you want to take.