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 navigation.
3. Select a 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. In the **With This Class** section, you have two options to search for a replacement class:

**Option 1 – Select from Shopping Cart:** Click the drop-down to choose a course from your Shopping Cart. Click **Swap**.

You will be taken right to the **Step 3 of 3: Confirm Class Swap** page. Review your selections and click **Submit**. Click **Yes** on the pop-up confirmation.
A confirmation page will appear with a green checkmark indicating the class has been swapped.

**Option 2 – Search for Class:** Click the **Search for Class** button to utilize the Class Search.
Enter a **Subject (Recommended) and Catalog Nbr** if you wish (not required). Or enter a keyword (e.g., course, subject, class, or topic) in the **Search** bar. Click the **magnifying glass** to search.

Select a class from the search results list. On the **Class Information** page that opens, click **Select for Swap**.

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

- Add to waitlist if class is full? **Yes** or **No**.
- Click **Accept**.

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 the class has been swapped.
Note: You can also click View my Classes/Schedule on the left navigation to see an updated class list.