How to Swap a Class

If you are registered for a class and decide that you would rather take another class instead, you can drop the original class and register for the new class in one transaction by using the Swap function. You will be asked to select from your schedule the class you want to drop and then to select a new class. If you are not eligible to enroll in the new class, you will keep your original registration.

On your Student Center page click on Enrollment at the left side of the page. Enrollment options will appear.

Click on Enrollment: Swap Classes.

Select the Term.

Next to Select from your schedule, you will see one class in which you are enrolled. If this is not the class you want to swap, click the down arrow to display all your classes.
Click on the class you want to swap.

Click on **With this Class**.

If you know the **class number** of the new class, enter it.

If not, click on **Class Search** and search for and select the class you want to take.

The class will be displayed on the next screen.

Click **Next**.

Click **Finish Swapping**.