## Swap a Class on your Schedule

1. Click the **Student Center** link.

2. Click the **Swap Classes** link.

3. Select the required **term** button.

4. Click the **Continue** button.

5. If the incorrect term was previously selected, a **Change Term** button is available. (This will take you back to the select term page.)

6. Your class schedule can be expanded or collapsed by clicking on the **Collapse section** button.

7. Select the class you want to remove from your schedule. Click the **drop down arrow**.

8. To locate the new class you want to add, click the **Search** button.

9. Select the appropriate **Course Subject** from the drop down list.

10. If you know the specific course, enter the **Catalog Number**.

11. Click the **Search** button.

12. Once you find the course you want to add, click the **Select Class** button.

13. If adding a course with a lab you will be required to select your lab. Select the appropriate **Class Section**.

   To see all the classes being offered, click **View All Sections**.

14. Click the **Next** button if choosing a class with a lab.

15. Click the **Next** button to complete your selection.

16. Click the **Finish Swapping** button.
17. **Note:** Errors are indicated by an X. An error message will explain what caused the error and a **Fix Error** button will be displayed. Click the **Fix Error** button to make changes. If the error for the indicated class is not corrected, the swap will not be completed.

18. Click the **My Class Schedule** button.

19. To return to the home page click **Home or the Sign Out** link to exit.

20. This completes this tutorial. **End of Procedure.**