

Swap a Class on your Schedule

1.	Click the Student Center link. Student Center
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.