

*Q. I want to change sections of a course, but I don't want to drop the section that I have unless I know I can add the other section. How do I do that?*

- You can change sections of a course, or 'swap' one course on your schedule with another from your shopping cart by using the 'Swap a Class' function. Note the "Swap" tab at the top of the menu.

**In the example below, a student wants to swap SOC 101, which she is already registered in, for a GEOLOGY 101 class that she has in her shopping cart. Basically, the swap is like a drop and an add process all in one step.**

**This student didn't want to drop the SOC class until she knew that her add into GEOLOGY would be completed.**

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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SWAP THIS CLASS

Select from your schedule

WITH THIS CLASS

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

MY 2012 FALL SEMESTER CLASS SCHEDULE

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

- Like other registration changes, you will now Confirm your selection and Finish Swapping:

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

### Swap a Class

1 2 3

#### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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**YOU ARE REPLACING THIS CLASS**

✔ Enrolled   
 ✘ Dropped   
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">SOC 101-03 (20656)</a>	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00	✔

**WITH THIS CLASS**

● Open   
 ■ Closed   
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">GEOLOGY 101-02 (3223)</a>	Introduction to Geology (Lecture)	MoWeFr 1:10PM - 2:00PM	Webster Phys Sci Bldg 16	Staff	4.00	●
<a href="#">GEOLOGY 101-02L (3222)</a>	Introduction to Geology (Laboratory)	Tu 9:10AM - 12:00PM	Webster Phys Sci Bldg 138	Staff		●

Cancel
Finish Swapping

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Search
Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Edit
Term Information

go to ...
GO

- You will then be able to View the results. Note that the green check mark under the status shows that the swap was successful.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

### Swap a Class

1 2 3

#### 3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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✔ Success: Classes were swapped   
 ✘ Error: Unable to swap class

Class	Message	Status
Swap SOC 101 with GEOLOGY 101	<b>Message:</b> You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔

My Class Schedule

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Search
Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Edit
Term Information

go to ...
GO