

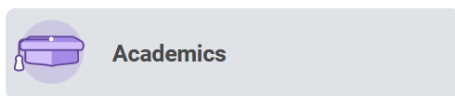
Swap a Course

The "Swap" function allows you to drop an existing course and add a new course simultaneously. If you cannot add the new course for some reason (e.g., the course is full, you don't have the pre-requisites, etc.) you will not be dropped from the course you are already enrolled in.

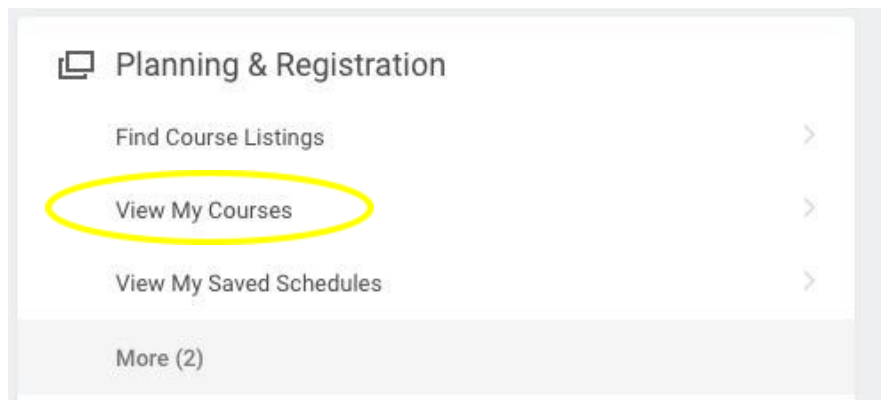
Note: The Swap feature doesn't work if you are dropping or adding a course with "clustered" components, like a course with a lecture and lab. For clustered courses, you have to use normal drop and add process.

On the right side of the home screen, click on **Academics** in the **Your Top Apps** box.

Your Top Apps



Under **Planning and Registration**, click **View my Courses**



Looking at the box under **My Enrolled Courses**, scroll to the side until you see the options **Drop** and **Swap**. Select **Swap**.

My Enrolled Courses 5 items

Enrolled Sections						
Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
Lecture	M 2:30 PM - 4:30 PM RLY-203 MWF 8:30 AM - 9:20 AM RLY-203	Registered	Ken Abernethy	01/11/2021	05/04/2021	Drop Swap
Lecture		Registered		01/11/2021	05/04/2021	Drop Swap

On the next page, choose if you'd like to swap the current course for a new course or new course section.

- New Course
- New Section

If you are swapping for a New Course:

Type in the name of the course you would like to add into the **Course to Add** box or click on the three lines on the right of the box to select a class from the dropdown. If you are eligible, **Eligible: Yes** will show up next to the box after you select the class

Course to Drop CSC 343 - Artificial Intelligence

Course to Add * 

Select **OK**



Check the box next to the section of the class you would like to enroll in.

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor
<input type="checkbox"/>	ECN 111-01 - Introduction to Economics	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	TR 8:30 AM - 9:45 AM RLY-109E	Jason J
<input type="checkbox"/>	ECN 111-02 - Introduction to Economics	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	TR 1:00 PM - 2:15 PM RLY-109E	Jagori C
<input type="checkbox"/>	ECN 111-03 - Introduction to Economics	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 9:30 AM - 10:20 AM RLY-106	Kelsey H
<input type="checkbox"/>	ECN 111-04 - Introduction to Economics	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 10:30 AM - 11:20 AM	

Then, check the box next to **Confirm Swap**

Confirm Swap *

Press **OK** at the bottom of the page

OK

If you are swapping for a New Section:

On the next page, unselect the current section you are registered for and select another section. If that section does not fit with your current schedule, you will get a red error message.

Lecture

9 items

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available
<input type="checkbox"/>	SOC 101-01 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 8:30 AM - 9:20 AM JHN-109		0	Unlim
<input type="checkbox"/>	SOC 101-02 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 9:30 AM - 10:20 AM JHN-105	Amy Jonason	0	Unlim
<input type="checkbox"/>	SOC 101-03 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 10:30 AM - 11:20 AM JHN-105	Amy Jonason	0	Unlim
<input checked="" type="checkbox"/>	SOC 101-04 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	TR 8:30 AM - 9:45 AM JHN-107	Kenneth Kolb	0	Unlim
<input type="checkbox"/>	SOC 101-05 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	TR 10:00 AM - 11:15 AM JHN-107	Kenneth Kolb	0	Unlim
<input type="checkbox"/>	SOC 101-06 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MW 2:30 PM - 3:45 PM JHN-107	Claire Whitlinger	0	Unlim
<input type="checkbox"/>	SOC 101-07 - Introduction to Sociology	<input checked="" type="checkbox"/>	Open	01/11/2021	05/04/2021	MWF 10:30 AM - 11:20 AM JHN-107		0	Unlim

Select OK at the bottom of the page



On the next page, review your action and press **Done**

