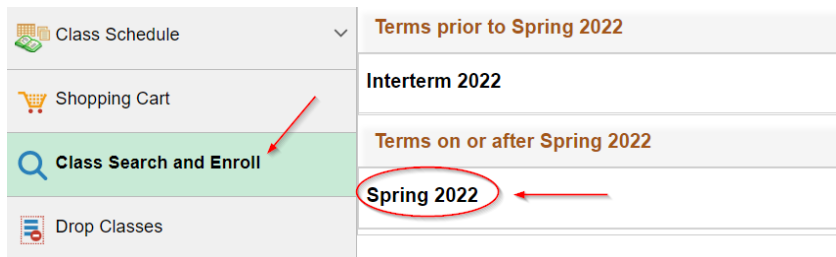
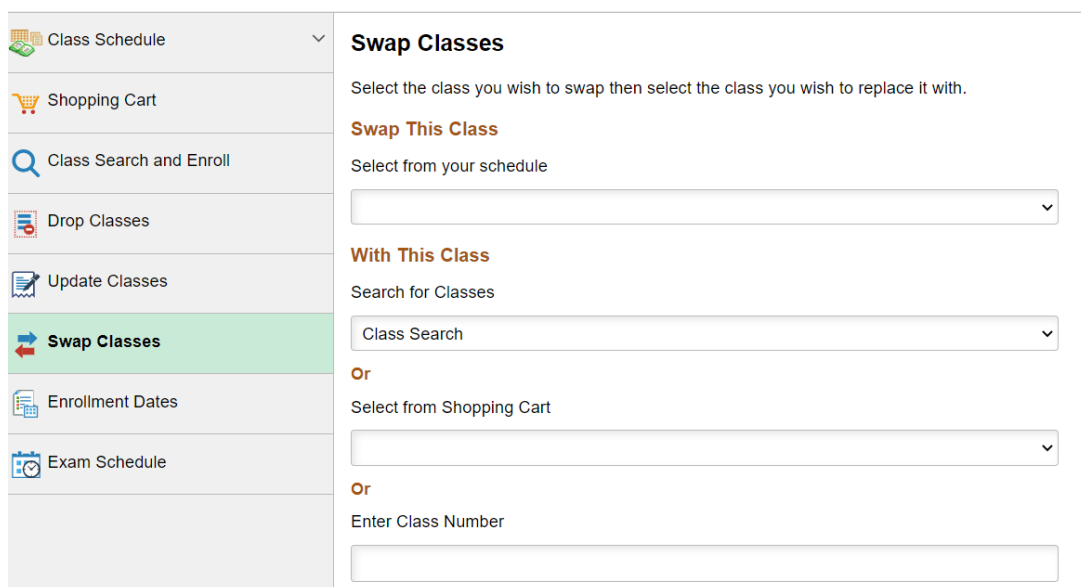




- Once you are enrolled in open courses, select the SWAP open on the left as show above
- The first step is click on Class Search and Enroll, and choose the term you'd like to search. In this example, we will search for classes in Spring 2022:



- This will take you to the Swap Classes window:



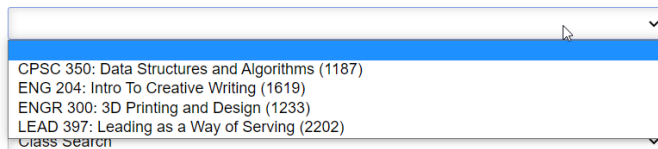
- Select the course from your schedule that you want to drop if you get into a waitlisted course:

### Swap Classes

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

#### Swap This Class

Select from your schedule



Or

Select from Shopping Cart



Or

Enter Class Number



- Once you choose your class, you can either choose a class in your shopping cart (recommended), or search for a class using the class search:

**Swap Classes**

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

**Swap This Class**

Select from your schedule

ENG 204: Intro To Creative Writing (1619) ▼

**With This Class**

Search for Classes

Class Search ▼

Or

Select from Shopping Cart

▼

- ANTH 102-01 LEC (1821)
- CPSC 350-03 LEC (1188)
- ENG 103-07 LEC (2335)
- LEAD 397-01 LEC (2201)

OR

- When you two choices are selected, click on the "Search" button in the right-hand top corner:

**Swap Classes**

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

**Swap This Class**

Select from your schedule

ENG 204: Intro To Creative Writing (1619) ▼

**With This Class**

Search for Classes

▼

Or

Select from Shopping Cart

ANTH 102-01 LEC (1821) ▼

Or

Enter Class Number

▼

Search

- You will be asked to confirm your classes to swap, and if correct, click "Submit":

**Step 3 of 3: Confirm Class Swap**

You are replacing this Class

ENG 204 Introduction To Creative Writing

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1619-05-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday Friday 11:00AM to 11:50AM	Waitlist Available Places 100 of 100

With this Class

ANTH 102 Cultural Anthropology

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1821-01-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 12 of 35

Class Preferences

Submit

- Then you confirm one last time:

**Step 3 of 3: Confirm Class Swap**  
You are replacing this Class

**ENG 204 Introduction To Creative Writing**

Class	Session	Meeting Dates	Days and Times
Class: 1619-05-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday

With this Class

**ANTH 102 Cultural Anthropology**

Option Status: Open

Are you sure you want to submit?

Class	Session	Meeting Dates	Days and Times
Class: 1821-01-Lecture	Semester	01/31/2022 - 05/21/2022	Monday We

▶ **Class Preferences**

- If successful, you will receive this message:

✓ **Swap ENG 204 - Introduction To Creative Writing with ANTH 102 - Cultural Anthropology**  
This class has been added to your schedule.

**Final thoughts on the SWAP feature:**

- When adding your preferred class to your shopping cart, make sure to toggle on the “Add to Waitlist if class is full”
- If you get off the waitlist, you will be automatically dropped from your indicated class and added to the other
- We recommend using the SWAP tool when trying to switch from one section of a class to a different section of the same class (ex. Switching from SPAN 101- section 01 to SPAN 101- section 02) or switch from one class to another class at the same time
- Keep track of which classes you set a SWAP for! You will be responsible for any schedule changes made as a result of using the SWAP feature.