Swap Classes from Your Schedule

The Student Services Center provides the functionality for a student to be able to add a class in conjunction with dropping a class, this is through the use of the Swap tool.

Click the **Go to Student Center** link.

Click the **Enroll** link.
There are three steps to complete when swapping a class. The first being to access the **Swap** tab.

The **Swap This Class** drop-down menu, lists courses in which you are currently enrolled. Select the class you would like removed from your schedule.
**With This Class** enter the Class Number in the **Class Nbr** field, and click the Enter button. The class number is a unique number found in the class schedule. If you do not know the class number, you can search for a class by clicking **Search**.

When you have completed searching for a class click the **Enter** button.

Information about the class you wish to add to your schedule is displayed. To continue with the swap, click the **Next** button.
Step 2 provides a chance to review the classes you have selected to swap. If you wish to continue with the swap, click the Finish Swapping button.

The green check mark indicates that the swap was successful. If the Status is a red X, check the error message as to why the swap could not be completed.