1. Log in to Campus Information Services with your uNID and password:

![Log In](image)

2. Locate the Registration box on your Student tab. Click the “Swap Class” link.

![Registration](image)
3. The “Swap a Class” page is displayed.

**NOTE:** If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

- Choose a currently enrolled class from your schedule that you wish to swap for a different class up until the drop deadline of the course.

**NOTE:** The currently enrolled class is deleted from the record and replaced by the newly selected class.

- Select the new class by entering the class number or searching for the class using “Class Search.”

**Swap a Class**

1. Select a class to swap

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

4. If you search for the class, the “Class Search Criteria” page will be displayed. Input the necessary criteria and select “Search.”
5. Scheduled sections will be displayed; choose the section by selecting “select class” button.

**NOTE:** For more information on the course, click on the section link. If there are more than 3 sections, select “View All Sections” or navigate through the sections by using the arrows.

6. The “Select a class to swap” page will be displayed. Select “Next.”
7. Select “Finish Swapping” to confirm the swap.

Swap a Class

2. Confirm your selection

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

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8. A green check will indicate the swap was successful. A red “X” for an error.

Swap a Class

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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You may wish to click the “My Class Schedule” button to obtain an updated schedule of your classes.