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

![Login]

2. Click on the Registration tile on your Student Homepage, then click “Swap Class”

![Registration]

![Swap Class]
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 searching for the class using “Class Search”, selecting a class from your shopping car, or entering the class number.

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.

Spring 2019 | Undergraduate Semester | University of Utah

Swap This Class

Select from your schedule: HIST 1700: American Civilization

With This Class

Search for Class: Class Search

Select from Shopping Cart

Enter Class Nbr

Search

Select

Enter

4. If you search for the class, the “Class Search Criteria” page will be displayed. Input the necessary criteria and select “Search.”

Enter Search Criteria

Search for Classes

University of Utah | Spring 2019

Select at least 2 search criteria. Select Search to view your search results.

- Class Search

Subject

Course Number

Course Career

Campus

Show Open Classes Only

Clear

Search
5. Scheduled sections will be displayed; choose the section by selecting “select” button. 

**NOTE:** For more information on the course, click on the section link.

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Class Attributes</th>
<th>Fees</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4153</td>
<td>001-LEC</td>
<td>M/W 11:50AM - 1:10PM</td>
<td>GC 2000</td>
<td></td>
<td>01/07/2019 - 04/23/2019</td>
<td>BF</td>
<td><img src="#" alt="Select" /></td>
<td></td>
</tr>
<tr>
<td>4178</td>
<td>002-LEC</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
<td>01/07/2019 - 04/23/2019</td>
<td>BF,ONLN</td>
<td>60.00</td>
<td><img src="#" alt="Select" /></td>
</tr>
</tbody>
</table>

6. The “Swap a Class” page will be displayed. Select “Next.”

#### Swap a Class

1. **Select a class to swap - Enrollment Preferences**

   Spring 2019 | Undergraduate Semester | University of Utah  
   ANTH 1010 - Culture & Human Experience

**Class Preferences**

<table>
<thead>
<tr>
<th>ANTH 1010-001</th>
<th>Lecture</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate Semester</td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment Information**

- Social/Behavioral Science Exploration

### Class Notes

An optional 1-credit CLAC course taught in Spanish is offered in conjunction with this course under ANTH 4950-021. For more information about CLAC courses, please see [http://ias.utah.edu/language/clac.php](http://ias.utah.edu/language/clac.php)
7. Select “Finish Swapping” to confirm the swap.

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

3. View results

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