

Swapping Classes

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Swap Classes link. 
3.	Click the Select from your schedule list. This list shows all the classes that the student is already enrolled. You will be swapping this class with another class of your choice in the same term. 
4.	Click the ACCTG 001: Intro Accounting I list item. 
5.	Click the search link. 
6.	Enter the subject name information into the Subject field. Enter a valid value e.g. " A S L ".
7.	Enter the course number information into the Course Number field. Enter a valid value e.g. " 001 ".
8.	Click Campus dropdown button and select the desired college list item. 
9.	Click the Search button. 
10.	Locate the desired course and click the select button. 
11.	On the Swap a Class page, click the Next button. 
12.	Click the Finish Swapping link. 
13.	You have successfully swapped the two classes. Please view the Status and the message.
14.	You have successfully swapped the two classes. End of Procedure.

