Swap Classes

Students may use self-service to swap an existing class enrollment for a different class within a term.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#). |
| 3.   | On the Student Center page in the Academics section, click the Enroll link. |
4. As needed, select the radio button of the term in which you would like to swap a class.

5. Click the Continue button.

6. The **Swap a Class** page 1. **Select a class to swap** section displays.

   In the **Swap This Class** section on the **Select from your schedule** dropdown box menu, select the class to be dropped.
In the With This Class section find the new class using one of these three methods:

a. Using Search for Class and selecting either Class Search or My Planner on the dropdown box icon and click the search button.  
*Note: See the My Planner or Search for Class step sheets.*

b. Or using Select from Shopping Cart and then selecting a course listed on the dropdown menu and click the select button.  
*Note: See the Enrollment Shopping Cart step sheet.*

c. Or using Enter Class Nbr and inputting the unique four or five class number that identifies a class section and click the enter button.
8. The 1. Select a class to swap – Enrollment Preference page displays. Click the Next button.

Swap a Class

1. Select a class to swap - Enrollment Preference

2011 Summer Term | Undergraduate | Queens College

BUS 243 - DISTRIB & MARKETING

Class Preferences

<table>
<thead>
<tr>
<th>BUS 243-03</th>
<th>Lecture</th>
<th>Open</th>
</tr>
</thead>
</table>

Session: Six Week - Second
Career: Undergraduate
Enrollment Information:
- PREREQ: ECON 102 AND ENGL 110
- Day Class

Wait List: Wait list if class is full
Permission Nbr: 
Grading: Undergraduate Letter Grades
Units: 3.00

Requirement Designation
- Regular Non-Liberal Arts
- Take Requirement Designation

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Lecture</td>
<td>MoTuWeTh</td>
<td>Powdermilk</td>
<td>Rhonda Tennenbaum</td>
<td>07/05/2011 - 08/15/2011</td>
</tr>
</tbody>
</table>
9. The **2. Confirm your selection** page displays. Click the **Finish Swapping** button.

![Swap a Class](image)

2. **Confirm your selection**

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

10. Click the **Finish Swapping** button.

11. The **3. View Results** page displays.

![Swap a Class](image)

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.

![Swap a Class](image)

End of Procedure.