SWAP A COURSE FROM CURRENT SCHEDULE

Description: This quick guide demonstrates how to swap a course for another course during the registration window.

Applies to: Students

**SWAP A COURSE**

Students may swap a course for another course as needed during their registration window.

1. From the Global Navigation Menu, select the Academics Hub.
2. Click to expand the Planning and Registration section.
3. Select Current Classes.
4. Select Swap to the right of the Course Listing you wish to swap.
5. Select New Course if you wish to swap for an entirely new course.
   a. Select the Course to Add.
   b. Click OK.
c. Select the Course Section to add.

d. Check the Confirm Swap checkbox.

e. Click OK.

6. Select New Section if you wish to swap for a new section of the same course.

a. Click OK.

b. Select the Course Section to add.

c. Click OK.
7. You will see the below confirmation once complete.

**Swap Student Course Registration**

<table>
<thead>
<tr>
<th>For Course</th>
<th>ACCT 201 - Acct for Decision Making I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Sections</td>
<td>ACCT 201-E - Acct for Decision Making I</td>
</tr>
<tr>
<td>Successfully Registered Sections</td>
<td>1 item</td>
</tr>
<tr>
<td>Section</td>
<td>ACCT 201-E - Acct for Decision Making I</td>
</tr>
</tbody>
</table>