

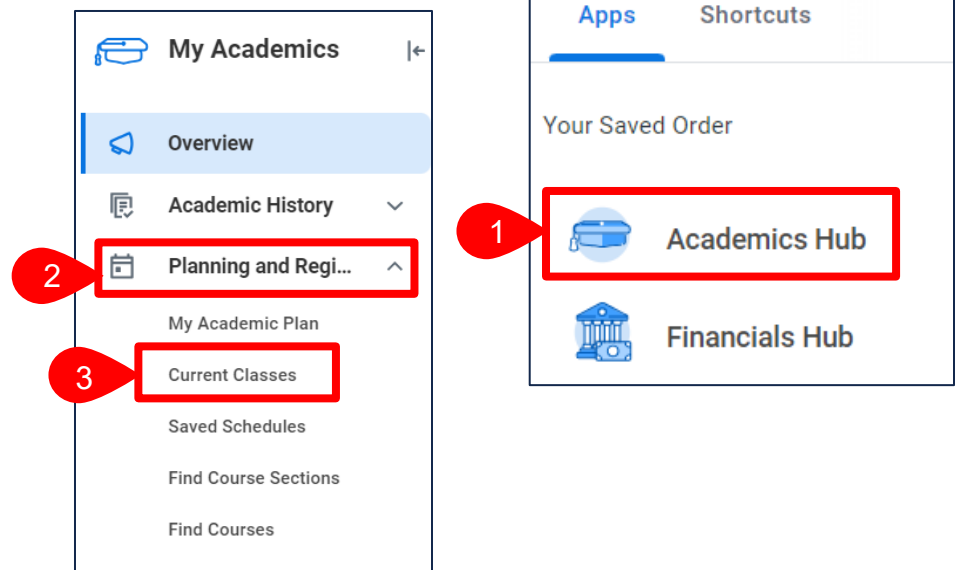
Description: This quick guide demonstrates how to swap a course for another course during the registration window.

Applies to: Students

SWAP A COURSE

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

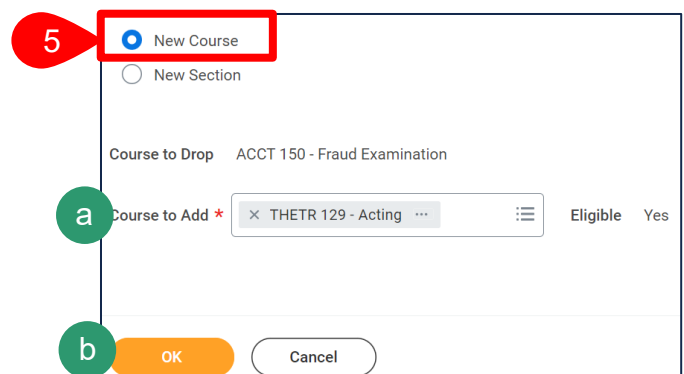
1. From the Global Navigation Menu, select the **Academics Hub**.
2. Click to expand the **Planning and Registration** section.
3. Select **Current Classes**.



4. Select **Swap** to the right of the Course Listing you wish to swap.

My Enrolled Courses 6 items						
	Course Listing	Registration Status	Instructor	Start Date	End Date	
🔍	SBS HC365 - Becoming a Better Thinker	Registered		09/05/2023	11/27/2023	4 <input type="button" value="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.

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date
<input checked="" type="checkbox"/>	THETR 129-A - Acting	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023

Grading Basis * Graded

Credits 4

Credit Type Credits

Course to Drop Confirmation 1 item

Section	Instructional Format	Waitlist Date
ACCT 150-1 - Fraud Examination	Lecture	

Confirm Swap *

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**.

New Course

New Section

Course for Section Swap ACCT 201 - Acct for Decision Making I

b. Select the **Course Section** to add.

c. Click **OK**.

Lecture

7 items

Select	Section	Eligible	Section Status	Start Date	End Date
<input type="checkbox"/>	ACCT 201-AE - Acct for Decision Making I	<input checked="" type="checkbox"/>	waitlist	09/05/2023	12/15/2023
<input type="checkbox"/>	ACCT 201-B - Acct for Decision Making I	<input checked="" type="checkbox"/>	Waitlist	09/05/2023	12/15/2023
<input type="checkbox"/>	ACCT 201-C - Acct for Decision Making I	<input checked="" type="checkbox"/>	Waitlist	09/05/2023	12/15/2023
<input checked="" type="checkbox"/>	ACCT 201-D - Acct for Decision Making I	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023
<input type="checkbox"/>	ACCT 201-E - Acct for Decision Making I	<input checked="" type="checkbox"/>	Open	09/05/2023	12/15/2023

7. You will see the below confirmation once complete.

Swap Student Course Registration

For Course ACCT 201 - Acct for Decision Making I

Selected Sections ACCT 201-E - Acct for Decision Making I

Successfully Registered Sections 1 item

Section

ACCT 201-E - Acct for Decision Making I