Using the Swap Feature

Purpose: The following instructions describe how a student can use the swap feature to:
- Replace one class with another
- “Swap” onto a wait list. Students registered for the maximum number of units must use this method.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Log onto *My Universe*. Click the **Go to my Student Center** link on the *My Page* tab.  

![Image of My Universe interface showing the go to my student center link.](image)

*Note:* The thumbnail image is also a link to **Student Center**.

| 2. | In the *Academics* section, click the **Enroll** link.  

![Image of Rachel's Student Center showing the enroll link.](image) |
<table>
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<tbody>
<tr>
<td>3.</td>
<td>Click the <strong>swap</strong> tab</td>
</tr>
</tbody>
</table>

3. Click the swap tab

![Swap a Class](image)

**1. Select a class to swap**

Select the class you wish to swap then select the class you wish to replace it with.

**FALL 2011 | Graduate | University of Northern Iowa**

![Swap This Class](image)

**Swap This Class**

- **Select from your schedule**
  - POSTSEC 5264: Intro Student Affairs

**With This Class**

- **Search for Class**
  - Class Search

- **Select from Shopping Cart**
  - Select

- **Enter Class Nbr**
  - Enter

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<th>Step</th>
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<tbody>
<tr>
<td>4.</td>
<td>Complete the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Swap this Class</strong> – Select the class you wish to drop</td>
</tr>
<tr>
<td></td>
<td>• <strong>With this Class</strong> – Search, select from Shopping Cart, or enter the class you wish to add.</td>
</tr>
</tbody>
</table>

**Note:** If you are swapping into a class that has a wait list, you will not be dropped from the class you selected to swap from, until you move from the waitlist to “enrolled” in the class you are swapping into. If the class is in wait list status, make sure you select the **Wait List checkbox** for the class.

Click the appropriate yellow button (**search**, **select**, **enter**) to advance to the confirmation page.
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<td>5.</td>
<td>On the <strong>Confirm your selection</strong> page, click the <strong>Finish Swapping</strong> button.</td>
</tr>
</tbody>
</table>

**Swap a Class**

2. **Confirm your selection**

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

**Result:** The **View Results** page displays indicating **Success** or **Error**.

- ✔ Success: Classes were swapped
- ✗ Error: Unable to swap class

**Note:** If you successfully swapped into a wait listed class, you will be dropped from the class you indicated you would replace, once you are enrolled from the wait list into the class.