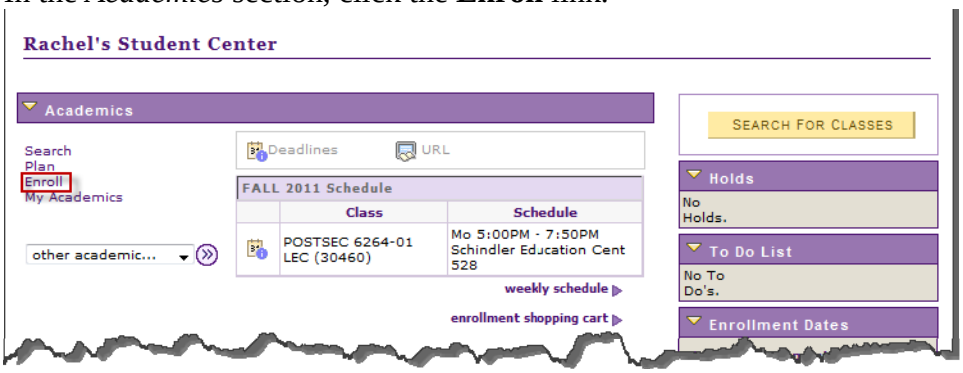
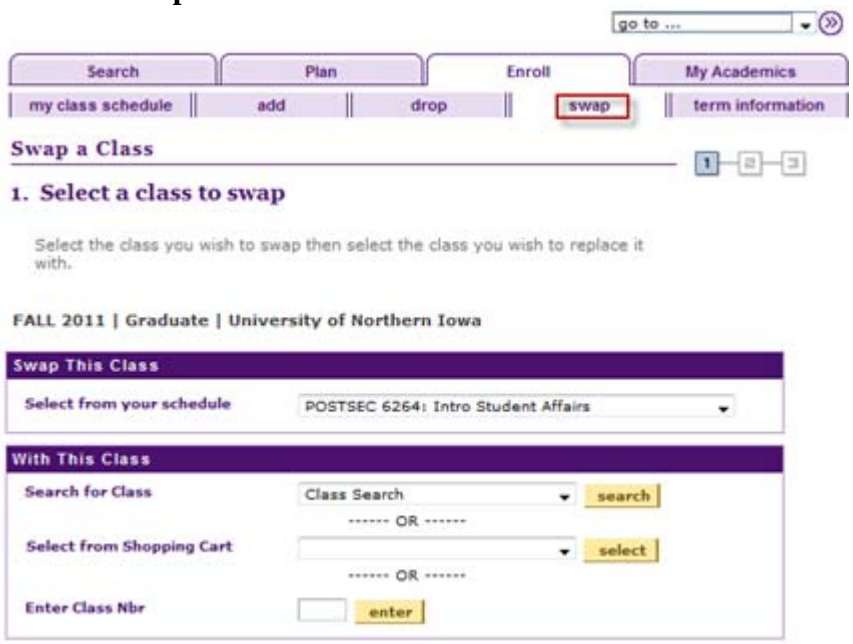
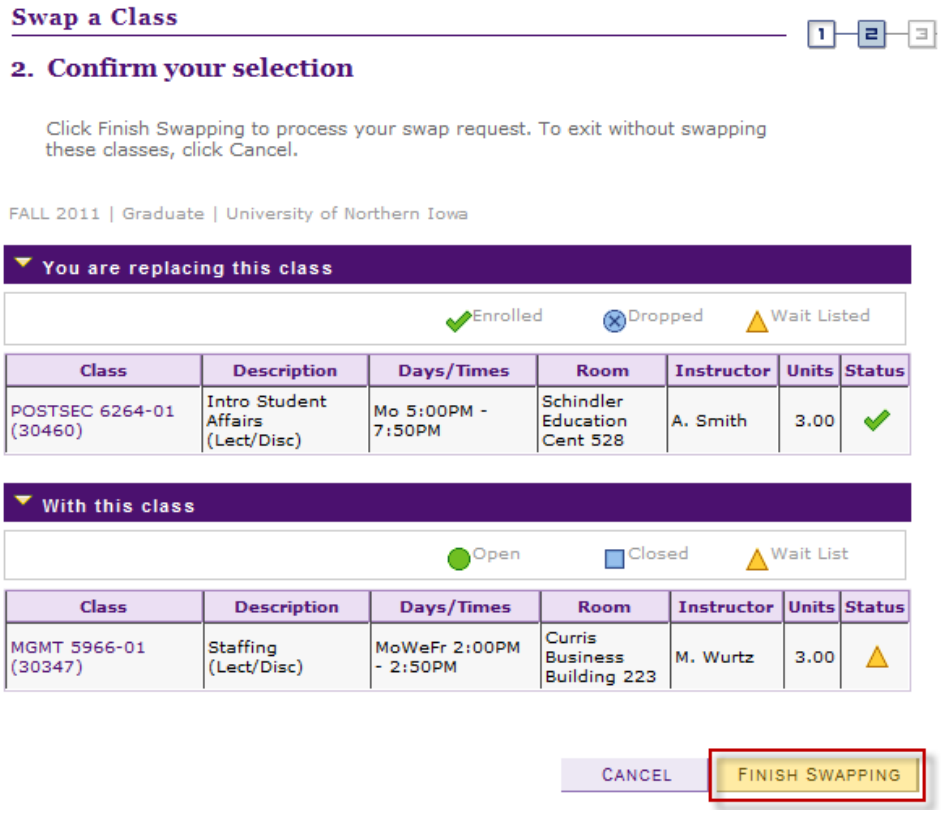
Using the Swap Feature

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.

Step	Action
1.	Log onto *My Universe*. Click the **Go to my Student Center** link on the ***My Page*** tab. ***Note:*** The thumbnail image is also a link to **Student Center**.
2.	In the *Academics* section, click the **Enroll** link. 

Step	Action
3.	Click the **swap** tab 
4.	Complete the following: • **Swap this Class** – Select the class you wish to drop • **With this Class –** Search, select from Shopping Cart, or enter the class you wish to add. ***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.

Step	Action
5.	On the **Confirm your selection** page, click the **Finish Swapping** button.  ***Result:*** The **View Results** page displays indicating *Success* or *Error*. ***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.