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.
7. 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.

   ![Swap a Class](image)
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**
- [ ] Take Requirement Designation
- Regular Non-Liberal Arts

<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 2:00PM - 3:30PM</td>
<td>powdermiker 134</td>
<td>rhonda tenenbaum</td>
<td>07/03/2011 - 08/18/2011</td>
</tr>
</tbody>
</table>
9. The **2. Confirm your selection** page displays. Click the **Finish Swapping** button.

![Swap a Class screen](image)

2. **Confirm your selection**

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

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

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

![Swap a Class screen](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.

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End of Procedure.