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.

![Image of CUNYfirst interface showing the swap option]

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.
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.

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### Swap a Class

#### 1. Select a class to swap

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

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**2011 Summer Term | Undergraduate | Queens College**  

<table>
<thead>
<tr>
<th>Swap This Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from your schedule</td>
<td>BUS 247: BUSINESS ECON</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>With This Class</th>
<th></th>
</tr>
</thead>
</table>
| **Search for Class** | **Class Search**  
| | **search** |
| **Select from Shopping Cart** | MUSIC 3513:01 LEC (2224)  
| | **select** |
| **Enter Class Nbr** | 1536  
| | **enter** |

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**My 2011 Summer Term Class Schedule**
8. The **1. Select a class to swap – Enrollment Preference** page displays. Click the **Next** button.

```
<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>Powdermker 134</td>
<td>Rhonda Tennenbaum</td>
<td>07/03/2011 - 08/10/2011</td>
</tr>
</tbody>
</table>
```

**Swap a Class**

1. **Select a class to swap - Enrollment Preference**

2011 Summer Term | Undergraduate | Queens College

**BUS 243 - DISTRIB & MARKETING**

**Class Preferences**

- **BUS 243-03** Lecture – Open
- 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**
  - Regular Non-Liberal Arts
  - Take Requirement Designation

[Next]
9. The 2. Confirm your selection page displays. Click the Finish Swapping button.

2. Confirm your selection

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

10. Click the Finish Swapping button.

11. The 3. View Results page displays.

End of Procedure.