

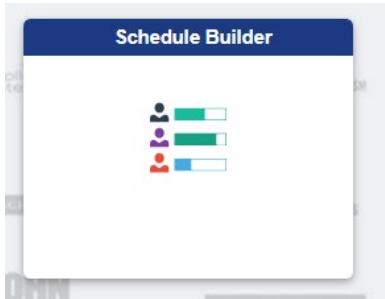
Swapping Classes in Schedule Builder

full video available here: <https://www.youtube.com/watch?v=9q6OgggRDzc>

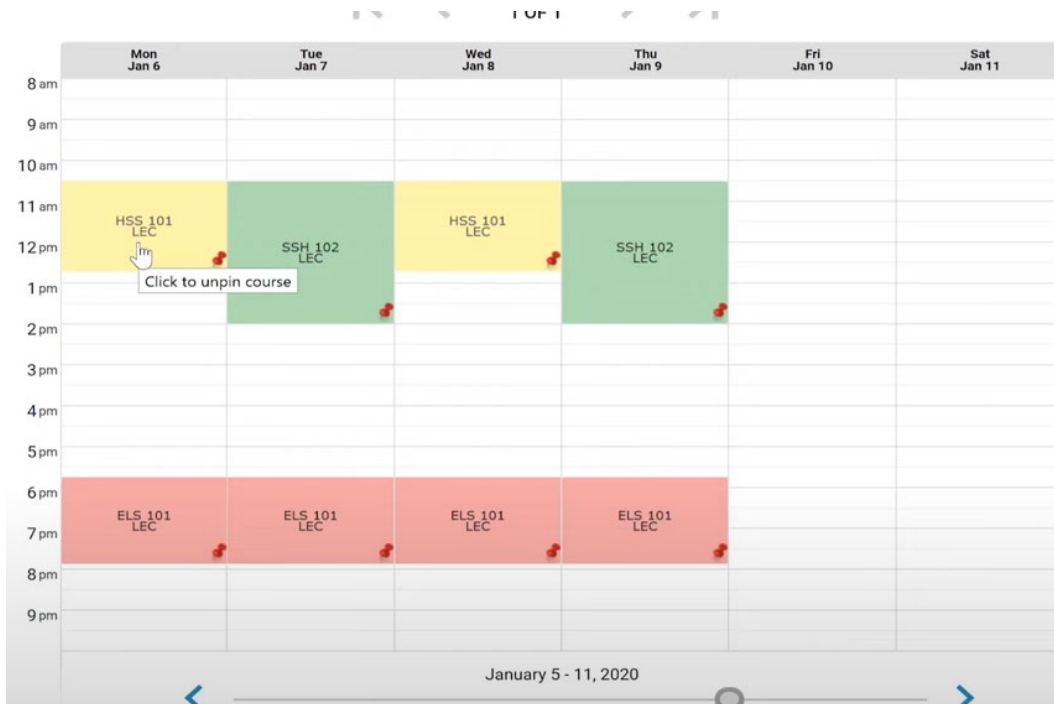
Do not access CUNYFirst using a mobile app. Ensure pop up blockers are disabled

Log into your CUNYFirst account (www.cunyfirst.cuny.edu)

Select schedule builder



On the calendar schedule view, unpin the class you wish to swap from the calendar, by selecting the class.



Search for the new class you want.

Instruction Modes: All

Select Course...
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865 LaGuardia Community College Stay enrolled in LEC 7855	Enrolled	🗑️	⌵
ELS 101	ELEMENTARY SPANISH I LaGuardia Community College Stay enrolled in LEC 8110	Enrolled	🗑️	⌵
HSS 101	INTRODUCTION TO HUMAN SERVICES LaGuardia Community College Try all classes (4)	Enrolled	🗑️	⌵

Speed up and Save!

Instruction Modes: All

Select Course...
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	SSA 100 Introduction to Anthropology		🗑️	⌵
SSH 102	SSA 101 Cultural Anthropology		🗑️	⌵
ELS 101	SSA 120 Peoples and Cultures of the Caribbean		🗑️	⌵
ELS 101	HUA 215 Art of the Renaissance in Italy		🗑️	⌵
HSS 101	HUA 166 Art History: Renaissance through Modern		🗑️	⌵
	HUT 210 Theatre: Pre-History to the Renaissance		🗑️	⌵

Speed up and Save!

Colleges: LaGuardia Community College (1/2)

Instruction Modes: All

The course 'SSA-100' was selected

Select Course...
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865 LaGuardia Community College Stay enrolled in LEC 7855	Enrolled	🗑️	⌵
ELS 101	ELEMENTARY SPANISH I LaGuardia Community College Stay enrolled in LEC 8110	Enrolled	🗑️	⌵
HSS 101	INTRODUCTION TO HUMAN SERVICES LaGuardia Community College Try all classes (4)	Enrolled	🗑️	⌵
SSH 102	SSA 100 Introduction to Anthropology		🗑️	⌵

Click on the recycle bin icon next to the class you want to swap

Select Course...
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREEWORKS AUDIT

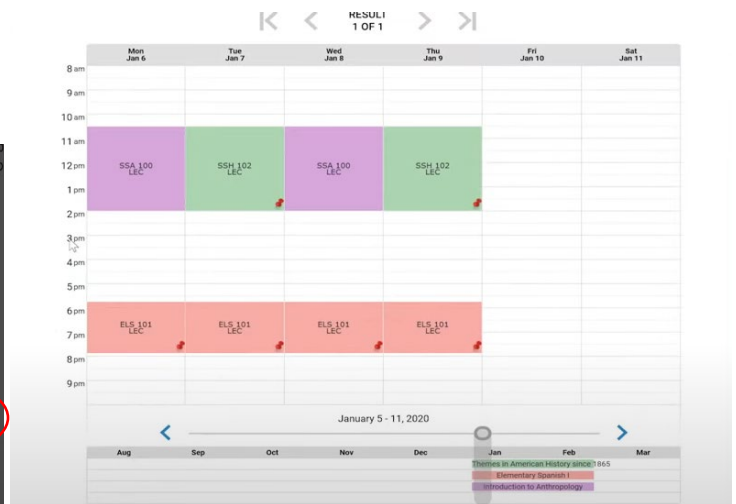
- SSH 102** THEMES IN AMERICAN HISTORY SINCE 1865
LaGuardia Community College Enrolled
Stay enrolled in LEC 7855
- ELS 101** ELEMENTARY SPANISH I Enrolled
LaGuardia Community College
Stay enrolled in LEC 8110
- HSS 101** INTRODUCTION TO HUMAN SERVICES
LaGuardia Community College Enrolled
Try all classes (4)
- SSA 100** INTRODUCTION TO ANTHROPOLOGY
LaGuardia Community College
Try all classes (2)

The Notice will appear. Select "plan to drop". Schedule Builder then updates the schedule.

Notice

What would you like to do?

Note: If you wish to try swapping this for a different course without the risk of losing the seat you already have, plan to drop it and select one new course. When you get the schedule, it will swap you from this to the new class.



Notice the warning under the class you plan to drop.

Import my: **DEGREE PLAN** DEGREEWORKS AUDIT

- SSH 102** THEMES IN AMERICAN HISTORY SINCE 1865
LaGuardia Community College Enrolled
Stay enrolled in LEC 7855
- ELS 101** ELEMENTARY SPANISH I Enrolled
LaGuardia Community College
Stay enrolled in LEC 8110
- HSS 101** INTRODUCTION TO HUMAN SERVICES
LaGuardia Community College Enrolled
Drop Course
⚠ You have not finished dropping this course.
- SSA 100** INTRODUCTION TO ANTHROPOLOGY
LaGuardia Community College
LEC 7741

Speed up and Save!

To officially swap classes, select “get this schedule”

The screenshot shows a registration interface. On the left, there is a list of courses with checkboxes and 'Enrolled' status. On the right, a calendar grid shows the schedule for January 5-11, 2020. The 'GET THIS SCHEDULE' button is circled in red.

Class List:

- SSH 102 THEMES IN AMERICAN HISTORY SINCE 1865 (Enrolled)
- ELS 101 ELEMENTARY SPANISH I (Enrolled)
- HSS 101 INTRODUCTION TO HUMAN SERVICES (Enrolled)
- SSA 100 INTRODUCTION TO ANTHROPOLOGY (Enrolled)

Calendar Grid:

Time	Mon Jan 6	Tue Jan 7	Wed Jan 8	Thu Jan 9	Fri Jan 10	Sat Jan 11
11 am - 12 pm	SSA 100 LEC	SSH 102 LEC	SSA 100 LEC	SSH 102 LEC		
6 pm - 7 pm	ELS 101 LEC	ELS 101 LEC	ELS 101 LEC	ELS 101 LEC		

Buttons: SAVE AS FAVORITE, VALIDATE SHOPPING CART, **GET THIS SCHEDULE** (circled), PRINT, SHARE.

You will be given the option to enroll in the new class & schedule builder indicate what the previous class is being swapped with.

<p>Elementary Spanish I Second Session Mon, Tue, Wed, Thu : 5:45 PM to 7:55 PM</p> <p>LaGuardia Community College In Person LGCC-B Rm B-207; C - Center 3 Building Rm C-222 3.0 Units</p> <p>LEC 8110 45890 (Enrolled) Seats: 2/21 Wait List: None</p> <p>Pre/Co-requisite of CSE 95 OR ESL 97 is required.</p>	None (Already enrolled in this class)	
<p>HSS 101 2019 Fall Term: Jan 6 - Feb 26 Introduction to Human Services Second Session Mon, Wed : 10:30 AM to 12:45 PM</p> <p>LaGuardia Community College Hybrid E - E Building Rm E-145 Maureen Doyle 3.0 Units</p> <p>LEC 7527 45978 (Enrolled) Seats: 2/25 Wait List: None</p> <p>HYBRID SECTION Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.</p>	Drop* *Swapping for SSA 100	
<p>SSA 100 2019 Fall Term: Jan 6 - Feb 26 Introduction to Anthropology Second Session Mon, Wed : 10:30 AM to 2:00 PM</p> <p>LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units</p> <p>LEC 7741 45923 Seats: 16/35 Wait List: None</p> <p>Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and</p>		None

Ensure that the drop down indicates "Enroll" then select "Do Actions" button to finalize the class swap.

Pre/Co-requisite of CSE 95 OR ESL 97 is required.		3.0 Units	
HSS 101 Introduction to Human Services Mon, Wed : 10:30 AM to 12:45 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session		
LEC 7527 45978 Seats: 2/25 Wait List: None	LaGuardia Community College Hybrid E - E Building Rm E-145 Maureen Doyle 3.0 Units	Drop* *Swapping for SSA 100	
HYBRID SECTION Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.			
SSA 100 Introduction to Anthropology Mon, Wed : 10:30 AM to 2:00 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session		No
LEC 7741 45923 Seats: 16/35 Wait List: None	LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units	Enroll	
Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.			
CANCEL	DO ACTIONS		

The class has been swapped. See confirmation

Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.			
SSA 100 Introduction to Anthropology Mon, Wed : 10:30 AM to 2:00 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session	None	Swapped Success - This class is added to your schedule.
LEC 7741 45923 Seats: 16/35 Wait List: None	LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units	Enroll	
Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.			

Your schedule is now updated with your changes!