1. DROP A CLASS

Step 1 – Selecting Classes to Drop

Select the classes to drop and click Drop Selected Classes.
Step 2 – Confirm Classes

2. Confirm your selection

Confirm the classes to be dropped.
Select \(\text{PREVIOUS}\) to make corrections.
Select \(\text{FINISH DROPPING}\).

If the status is \(\checkmark\) Success, you have been dropped from the class or the wait list.

If the status is \(\times\) Error, you have not been dropped or removed from the waitlist for the class. Review the message and contact the appropriate campus office for assistance.

Step 3 – View Results

3. View results

If the status is \(\checkmark\) Success, you have been dropped from the class or the wait list.

If the status is \(\times\) Error, you have not been dropped or removed from the waitlist for the class. Review the message and contact the appropriate campus office for assistance.

Select \(\text{MY CLASS SCHEDULE}\) to view enrolled and waitlisted classes.
2. SWAP A CLASS

Step 1 – Selecting Classes to Swap

Select the class you are enrolled in that should be dropped if you are successfully enrolled in the class selected below.

Swap cannot be used for Wait Listed classes that share a common Related Class, such as labs that share a common lecture.

If you have selected the wrong term or want to change terms, select the appropriate term on the add or drop tab and then return to the swap tab.

Select the class you wish to be enrolled in instead of the one selected above. You may:
- Search for a class.
- If you have classes in your Shopping Cart you may select the appropriate class.
- Enter a class number.
There are many ways to search for classes. By clicking on the ‘Additional Search Criteria’ you can search for classes by time, day of week, instructor, course attribute (General Education, Ethnic Studies, Nonwestern Studies, Course Link, etc.) and many other options.
Step 2 – Confirm Classes

Swap a Class

2. Confirm your selection

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 203-01</td>
<td>Shakespeare in Film (Lecture)</td>
<td>Mo 5:30PM - 8:20PM</td>
<td>Hoit Hall 170</td>
<td>R. Obrien</td>
<td>3.00</td>
</tr>
</tbody>
</table>

You are replacing this class

With this class

Class       | Description                  | Days/Times       | Room         | Instructor | Units |
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>RELS 332-01</td>
<td>World Religions &amp; Global Iss (Lecture)</td>
<td>MoWe 4:00PM - 5:15PM</td>
<td>Langdon Engineering Center 302</td>
<td>D. Veidlinger</td>
<td>3.00</td>
</tr>
</tbody>
</table>

You will only be dropped from your enrolled class when you are successfully enrolled in the new class.

Swap cannot be used for Wait Listed classes that have a Related Class in common such as labs that share a common lecture.

Step 3 – View Results

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.

If the status is ✔ Success, you have been added to the class or placed on the wait list successfully.

If the status is ✗ Error, you have not been dropped from your enrolled class or added to the new class. To fix an error either select the swap tab to select another class/section or check the wait list if class is full box, or contact the appropriate campus office for assistance.

Select to view enrolled and waitlisted classes.