



Swap a Class

✚ Swap is a new feature that allows you to simultaneously add and drop a class. The class you wish to remove will not be dropped until you are successfully enrolled in the added class.

1. Log into .
2. Highlight **Topics** and Select  **Classes & Grades**.
3. Click the **Student Schedule & Registration** link.



★ **Student Schedule & Registration**
 View and manage your classes and schedule
 Help Resources
 • [Managing your student academic info »](#)

4. Select the **Term** for which you need to swap a class and then click the **Continue** button.

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PS Favorites | [Main Menu](#) > [Self Service](#) > [Enrollment](#) > [My Class Schedule](#)

Search

Plan

Enroll

My Academics

my class schedule
add
drop
swap
edit
term information

My Class Schedule

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring 2011	Undergraduate	UMBC
<input checked="" type="radio"/>	Fall 2011	Undergraduate	UMBC

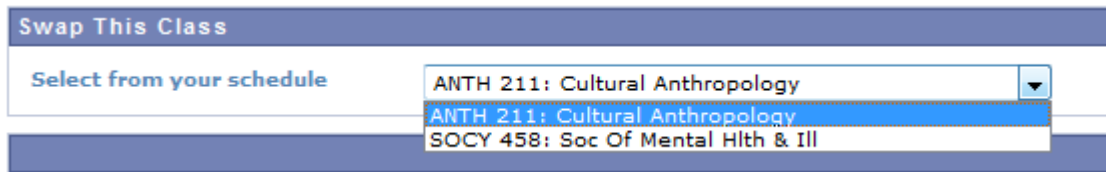
CONTINUE

Swap a Class

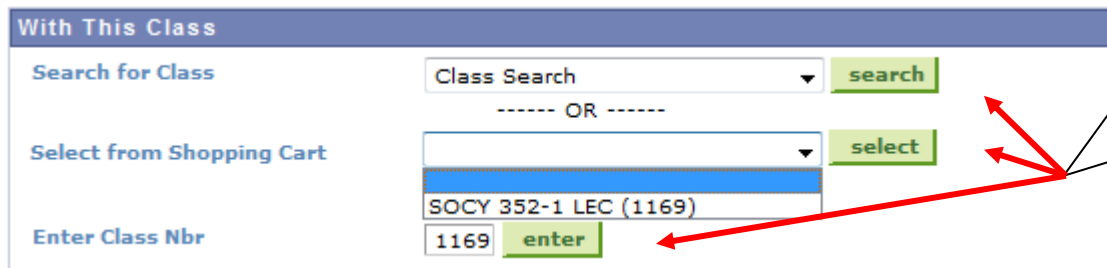
5. Click **Swap** on the Enroll tab.



6. Select the class you want to *drop* from the pull down menu.



7. Select the class you want to *add*.



You can select the class you want to add by performing a class search, selecting from your shopping cart, or entering the class number.

8. Verify that you have selected the correct courses to drop and add.

9. Click the **FINISH SWAPPING** button.

Swap a Class

▼ You are replacing this class

✔ Enrolled
 ✕ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 211-2 (1376)	Cultural Anthropology (Lecture)	TuTh 1:00PM - 2:15PM	TBA	B. Chapin	3.00	✔

▼ With this class

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCY 352-1 (1169)	Issues In Health Care (Lecture)	TuTh 1:00PM - 2:15PM	TBA	Staff	3.00	●

CANCEL
FINISH SWAPPING

10. Review your completed transaction.

Swap a Class

1 2 3

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.

Fall 2009 | Undergraduate | UMBC

✔ Success: Classes were swapped
 ✕ Error: Unable to swap class

Class	Message	Status
Swap ANTH 211 with SOCY 352	Success: This class has been replaced.	✔

MY CLASS SCHEDULE

NOTE: A Green ✔ indicates that the classes have been successfully swapped. A Red ✕ and an error message will appear if the class could not be swapped.