Swapping a Class

Before You Begin...

Swapping is a registration process that allows you to simultaneously add and drop a class. When you choose to drop a class using the Swapping option in SA, the class you are trying to drop will not be removed from your schedule until you are successfully enrolled in the added class.

The steps below begin after the student has logged into myUMBC. Note that the steps are from a student's perspective after logging into myUMBC.

When swapping, you will first select the class that you want to drop, then you will select the class you want to add.

Step by Step

1. From myUMBC, select Topics > Classes & Grades.
2. Select the Schedule Planner link. The registration page in PeopleSoft is opened.
3. Select the term for which you want to register.
4. Click Continue.
5. Click the Enroll Tab and then the Swap Tab.
6. Select the class you want to drop from the 'Select from your Schedule' drop down menu.
7. Select the class you want to add by searching for the class, selecting from saved classes in your registration shopping cart, or entering the class number.
8. Verify that you have selected the correct course to add and drop.
9. Click the Finish Swapping button.

Need Help Searching?

Click here to submit an RT ticket

SA Tip

Students can search for GEP requirements when searching for classes to select. The GEP requirements search option is located within the General Education Requirements Selection section, which is located at the bottom of the page.

Still Need Help?

Contact the Registrar's Office at http://registrar.umbc.edu/ or 410-455-2500.

Related FAQ's & Other Links

- Glossary
- Does the advising office work with Pre-Med/Pre-Dental students?
- If I am undecided about my major, what advisor should I contact for advising?
- How do I register for classes at UMBC?
- What is the difference between Permission Only classes and Exceptions?
- How do I know what day/time I can register?
- Drop a Class
- Swapping a Class
- I am a newly accepted student. When will I meet with an advisor and choose my classes?
- College Scheduler
- Add a Class
- How to Use a Permission Number when Registering for a Class
- Where can I find my earliest registration time?
- Why won't my permission number work?
• I am trying to register for classes. Why can't I see the upcoming term?