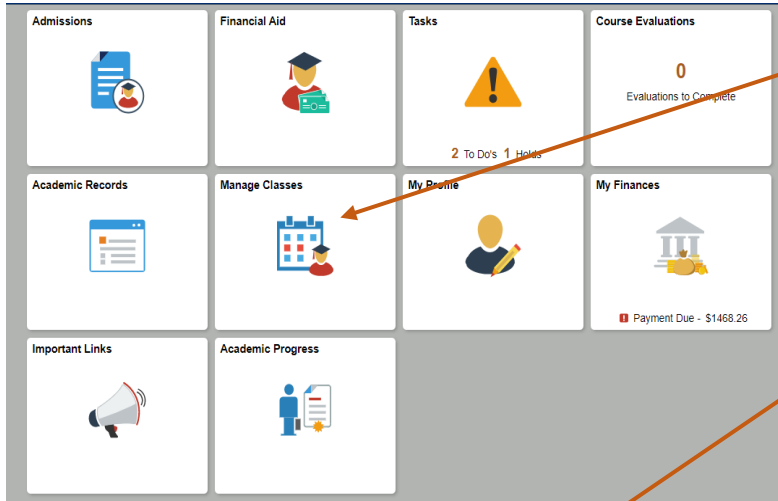




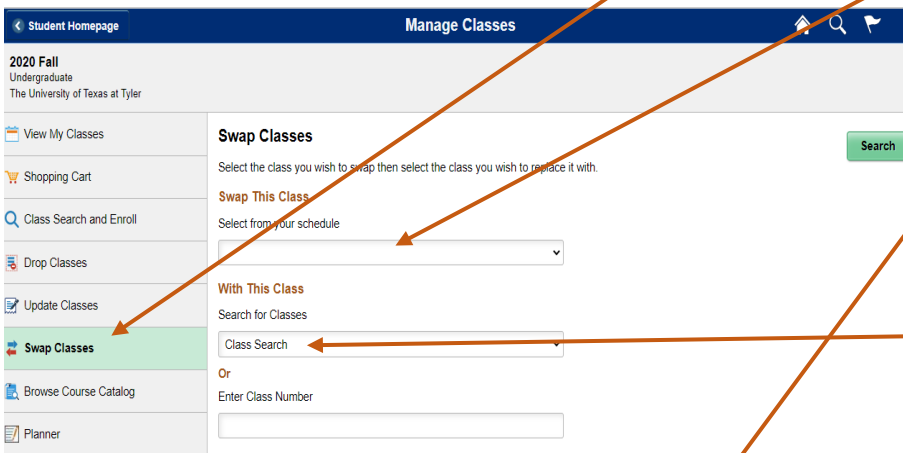
## How to Swap a Class



On the MyUTTyler Student Homepage, select the “Manage Classes” tile.

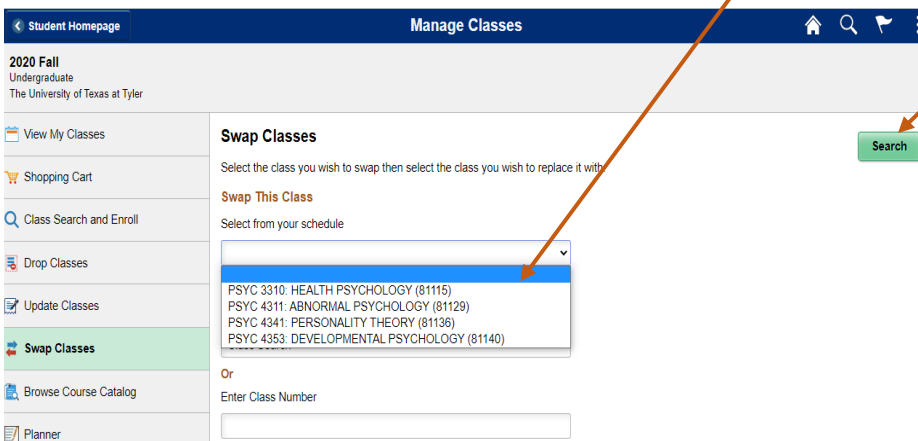
You should see an option on the left-hand menu that says, “Swap Classes”. Select this option.

You will see a drop-down box to view your current classes as well as boxes to search for the new class or enter the class number.



Select the class you would like to swap out of from the drop-down box.

Select “Class Search” in the second drop-down box. (This will allow you to move into the class search field on the next page).



When you are ready to move forward with the search, click “Search”.

You should now see a class search page where you can view recently searched classes or search for new classes. The “Search for Classes” textbox will allow you to search using key words like the subject or course name.

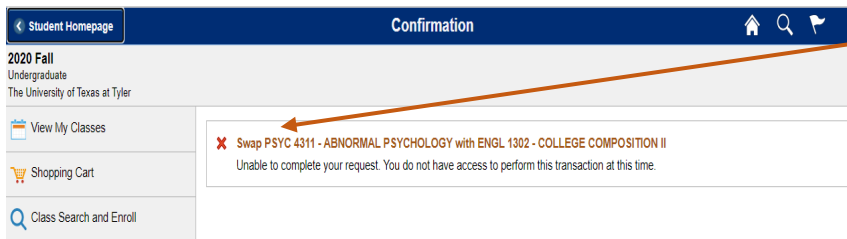
Use the “Additional ways to search” options to search classes by subject, catalog number, or the instructors last name. (Check out the How to Enroll Tutorial for more details).

Once you have found the course you would like to swap into select that class. If more than one section of the class is available, you will then select the specific section of the class desired.

Now review your selections. **Step 1** will show you the class you have selected to swap into. Confirm this selection by selecting “Next” in the top right corner.

**Step 2: IF you have a permission code**, (this item is optional and generally only required on restricted courses) enter it in the textbox. To move forward **with or without** a permission code select “Accept”.

**Step 3:** Confirm the total swap request. Make sure that the course information is correct for both the class you are dropping and the class you are adding. When you are ready to move forward select “Submit”.



The next page will confirm your swap request processing and completion.

➤ If the enrollment was successful, you should see a green ✓ next to the course.

➤ If the enrollment was not successful you will see a red ✗ next to the course. You should also see an error message on screen.

- It's best to contact your academic advisor or the One-Stop when you receive enrollment errors.