Using the Swap feature:

The **Swap** feature allows you to switch one class for another. Swap should be used when you want to move between sections of the same course or need to move to a different course that meets at the same time as one you are currently registered in.

What makes **Swap** useful to you is that it will *never* drop the course you are removing from your schedule unless the course you are trying to add can be added at the same time. This means that by using **Swap** you will never drop one class only to find out the one you wish to change to is full or you do not have a prerequisite for the course and then find yourself unable to get back in the class you just dropped because another student took the last seat after you dropped it.

- From the **Enroll** area, select the **Swap** tab to enter the **Swap** menu.

  ![Swap Menu](image)

  - Use the drop-down menu by **Select from your schedule** to pick the class you want to remove from your schedule. Then use either use the provided search link or enter the **Class Number** for the course you want to add to your schedule. You will then proceed to the normal **Enrollment** window.

  ![Swap Menu](image)
- Verify the course is the one you wish to add to your schedule and click the NEXT button.

- Verify the courses to be swapped the click the Finish Swapping button.

  ![Swap a Class](image)

- If the **Swap** is successful, you will see this screen:

  ![Swap Success](image)

  If the **Swap** is unsuccessful you will be given an error message and the class that was originally on your schedule will remain there unless dropped.

- Once your courses are swapped, you **MUST** take one additional step to update your bill and check your new account balance. In **Student Center**, under **Finances**, click the **Account Inquiry** link.

  ![Account Inquiry](image)

  Clicking the **Account Inquiry** link will re-calculate your bill and give you an accurate, updated account balance. **You must do this each time you add or drop courses to have your account reflect your true balance.**

  ***** **Be Aware:** Failure to follow this step could result in not seeing your accurate account balance and having an outstanding balance on your account. This could result in a Financial Services hold or possibly cause you to be dropped for non-payment if you pay the wrong balance. Financial Services holds prevent all enrollment and block printing of official transcripts. *****