Swap Classes
Students may use self-service to swap an existing class enrollment for a different class within a term.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the ➡ Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#) |
| 3.   | ![Academics](image.png)  
On the [Student Center](#) page in the Academics section, click the Enroll link. |
As needed, select the radio button of the term in which you would like to swap a class.

5. Click the **CONTINUE** button.

6. The **Swap a Class** page 1. **Select a class to swap** section displays.

In the **Swap This Class** section on the **Select from your schedule** dropdown box menu, select the class to be dropped.

7. In the **With This Class** section find the new class using one of these two methods:

   a. From the **Search for Class** dropdown list, click the **select** button. **Note: See the Classes Shopping Cart step sheet.**

   b. Alternatively, **Enter Class Nbr** by keying in the unique four or five class number that identifies a class section and click the **enter** button.
The 1. **Select a class to swap – Enrollment Preference** page displays. Click the **NEXT** button.
9. **Swap a Class**

2. **Confirm your selection**

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

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   You are replacing this class

<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>BUS 160-05 [15220]</td>
<td>BUSINESS LAW I (Lecture)</td>
<td>Tu 6:35PM - 9:15PM</td>
<td>TBA</td>
<td>C. McDonnell</td>
<td>3.00</td>
</tr>
</tbody>
</table>

   With this class

<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>BUS 160-04 [15214]</td>
<td>BUSINESS LAW I (Lecture)</td>
<td>Mo 10:10AM - 11:00AM</td>
<td>TBA</td>
<td>P. Herskowitz</td>
<td>3.00</td>
</tr>
</tbody>
</table>

   Click the FINISH SWAPPING button.

10. **Swap a Class**

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.

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   Success: Classes were swapped  Error: Unable to swap class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap BUS 160 with BUS 160</td>
<td>Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✓</td>
</tr>
</tbody>
</table>

   The 3. **View Results** page displays.

   **End of Procedure.**