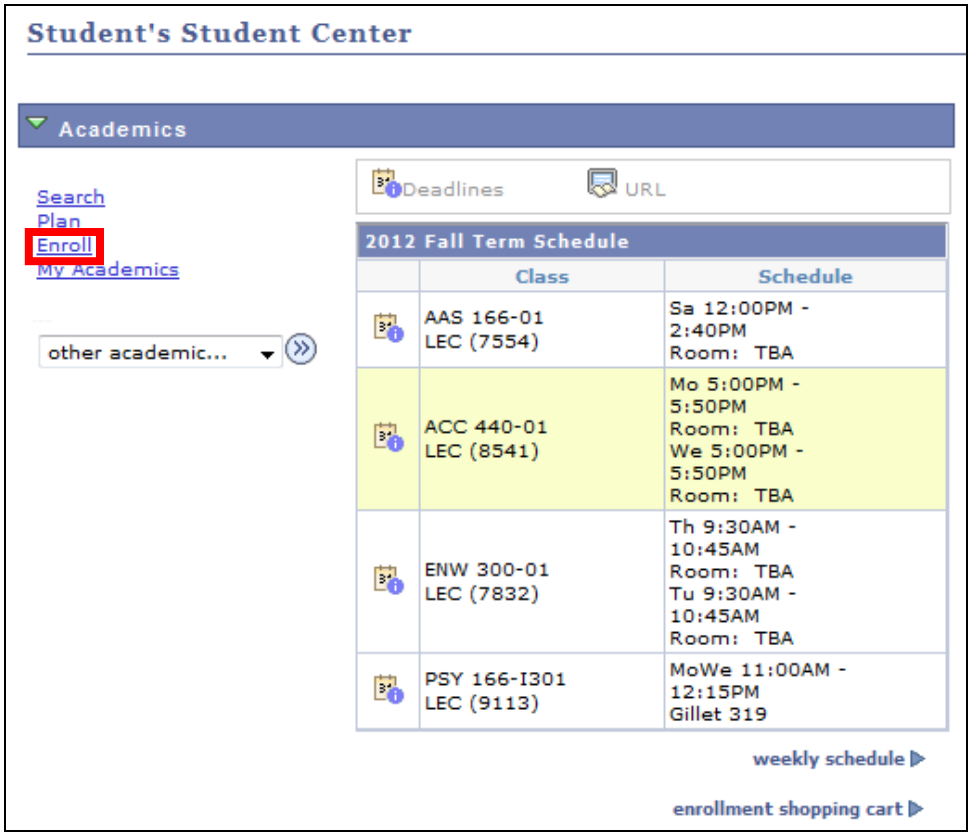
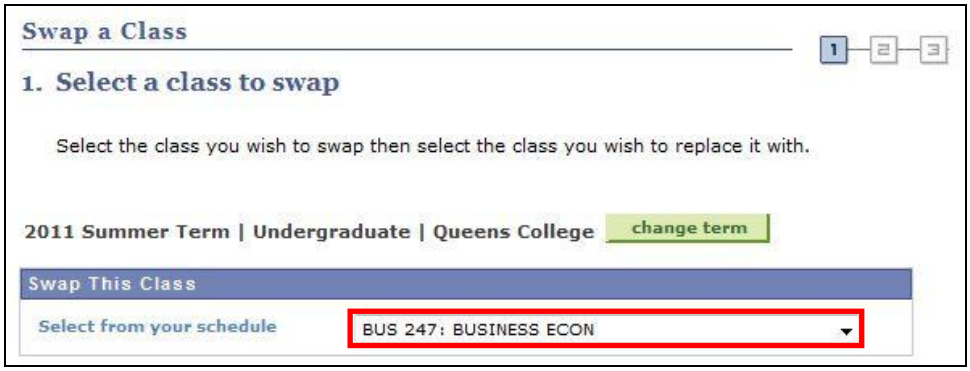
Swap Classes

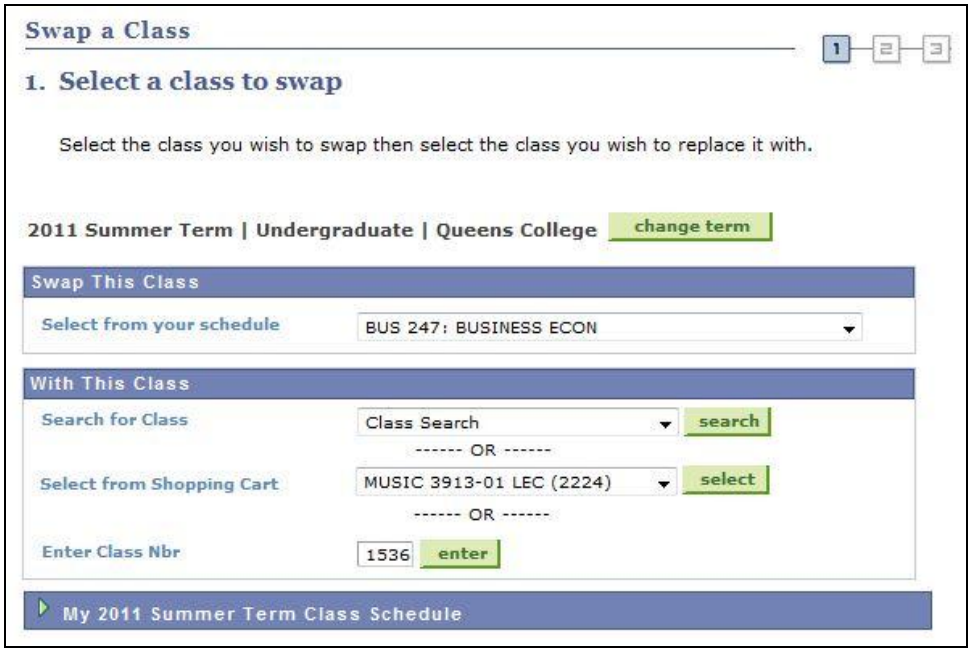
Students may use self-service to swap an existing class enrollment for a different class within a term.

Step	Action
1.	Enter ***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.	On the **Student Center** page in the **Academics** section, click the **Enroll** link. 

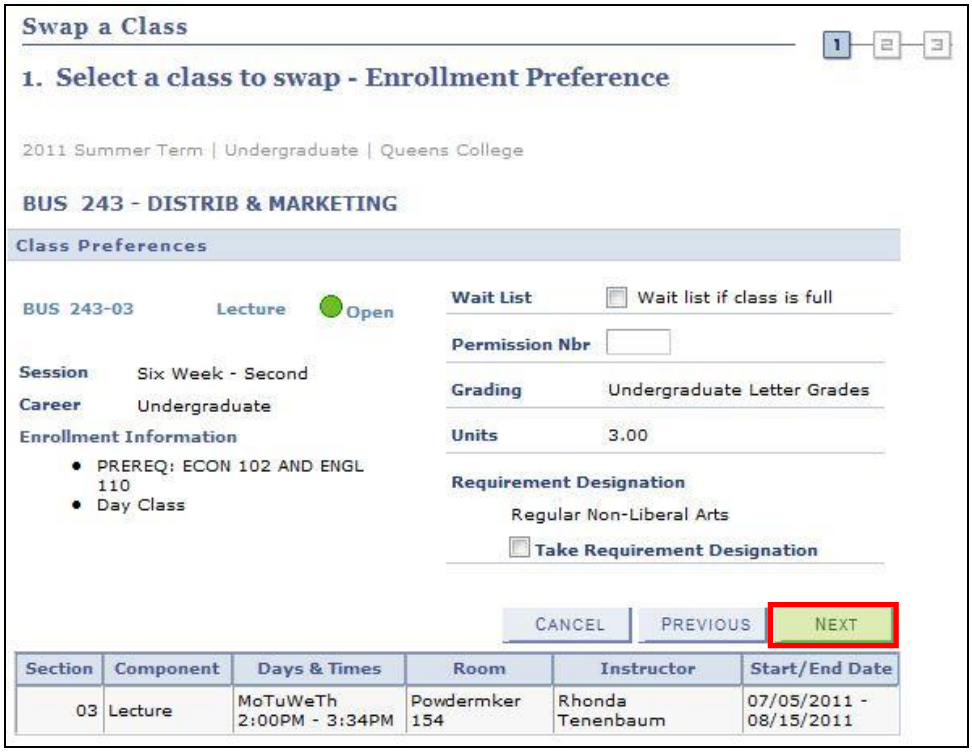
4.	As needed, select the radio button of the term in which you would like to swap a class.
5.	Click the **Continue** button.
6.	The **Swap a Class** page **1. Select a class to swap** section displays. In the **Swap This Class** section on the **Select from your schedule** dropdown box menu, select the class to be dropped. 

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

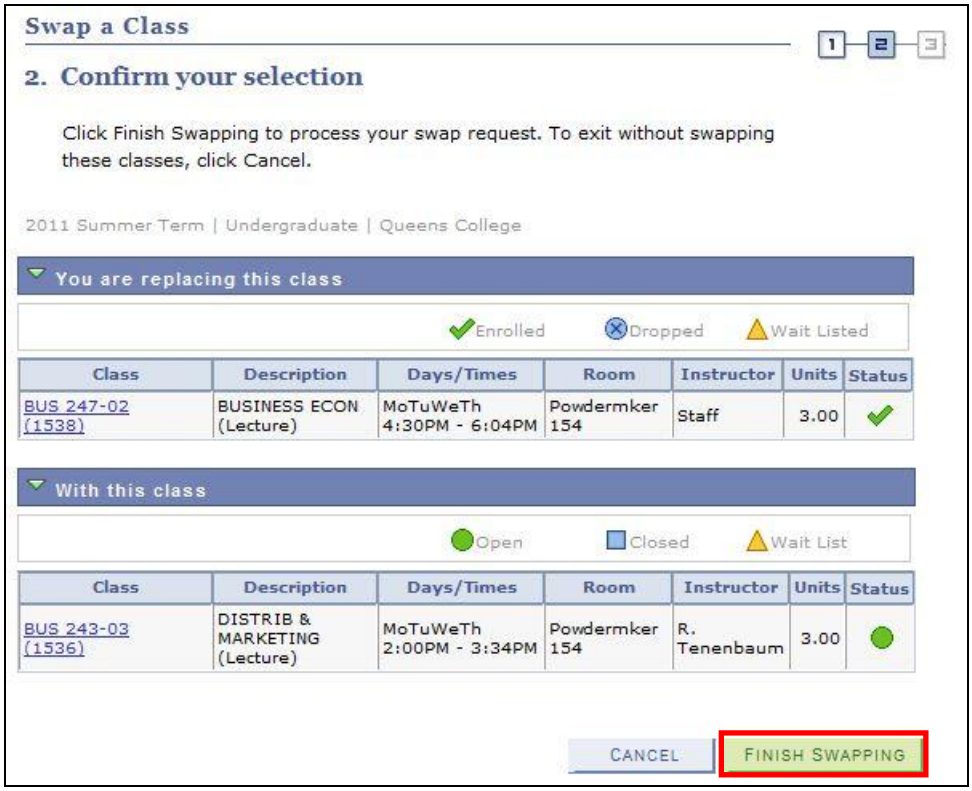
   a. Using **Search for Class** and selecting either **Class Search** or **My Planner** on the dropdown box icon and click the **search** button
   Note: See the My Planner or Search for Class step sheets.
   b. Or using **Select from Shopping Cart** and then selecting a course listed on the dropdown menu and click the **select** button.
   Note: See the Enrollment Shopping Cart step sheet.
   c. Or using **Enter Class Nbr** and inputting the unique four or five class number that identifies a class section and click the **enter** button.



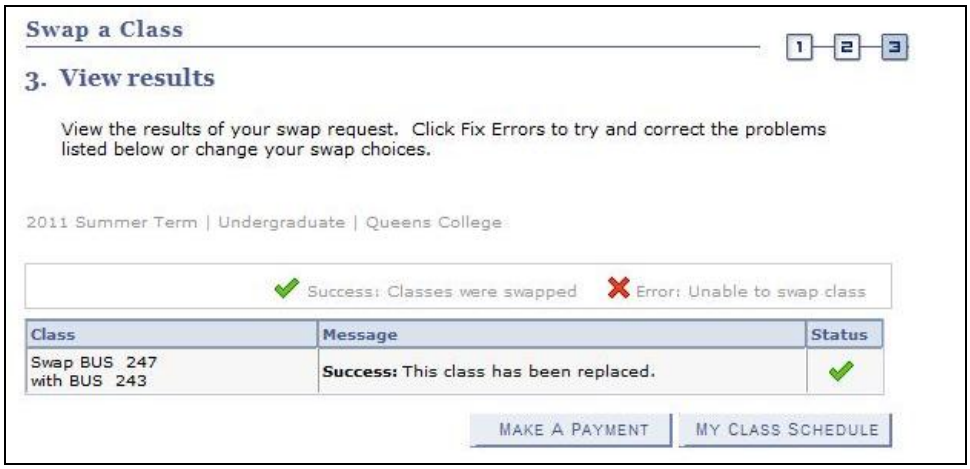
8. The **1. Select a class to swap – Enrollment Preference** page displays. Click the **Next** button.



9.	The **2. Confirm your selection** page displays. Click the **Finish Swapping** button.



10.	Click the **Finish Swapping** button.
11.	The **3. View Results** page displays.



	End of Procedure.