

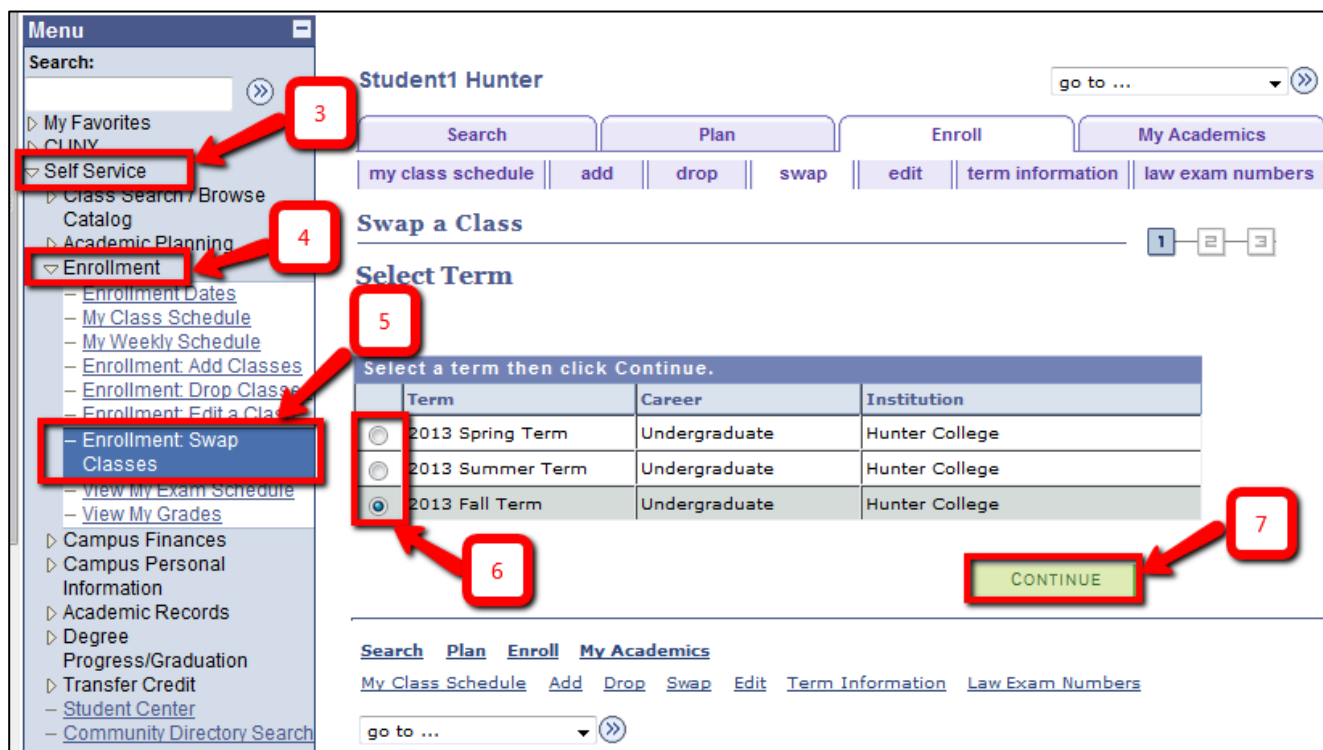
Quick Guide: Swapping Classes

Last update: 2 April 2013

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Enrollment**
5. Click on **Enrollment: Swap Classes**
6. Select the semester you would like to swap a class for
7. Click **Continue**



A screenshot of the CUNYfirst interface showing the 'Swap a Class' process. The interface includes a left-hand menu, a top navigation bar, and a main content area. Red callouts with numbers 3 through 7 point to specific elements: 3 points to 'Self Service' in the menu; 4 points to 'Enrollment' in the menu; 5 points to 'Enrollment: Swap Classes' in the menu; 6 points to the '2013 Fall Term' row in a table; and 7 points to a 'CONTINUE' button.

Menu

Search: [input]

- My Favorites
- CUNY
- Self Service
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes
 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
 - Enrollment: Swap Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Transfer Credit
- Student Center
- Community Directory Search

Student1 Hunter go to ... [dropdown]

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information | law exam numbers

Swap a Class [1] [2] [3]

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2013 Spring Term	Undergraduate	Hunter College
<input type="radio"/>	2013 Summer Term	Undergraduate	Hunter College
<input checked="" type="radio"/>	2013 Fall Term	Undergraduate	Hunter College

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information Law Exam Numbers

go to ... [dropdown]

8. Select the class from your schedule to swap out
9. You can swap the class in 3 ways:
 - a. You can search for a class by clicking **Search**
 - b. You can select a class from your shopping cart if you have one by clicking **Select**
 - c. You can enter the Class Number if you have it ready and click **Enter**

Swap a Class

1. **Select a class to swap**

Select the class you wish to swap then select the class you wish to replace it with.

2013 Fall Term | Undergraduate | Hunter College [change term](#)

Swap This Class

Select from your schedule: ASTRO 10100: CNCPTS&LAB EXER:ASTR

With This Class

Search for Class: Class Search [search](#) (9a)

Select from Shopping Cart: [select](#) (9b)

OR

Enter Class Nbr: [enter](#) (9c)

10. To search for a class:
 - a. If you know the course subject, enter it in the **Course Subject** field
 - i. You can also click on **Select Subject** to get a list of all available subjects
 - b. If you know the course number, you can enter it in the **Course Number** field
 - c. Choose your Course Career as either an **Undergraduate**, **Graduate**, or **Doctoral**
11. Click on **Search**

Swap a Class

Enter Search Criteria

Hunter College | 2013 Fall Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: [select subject](#) (10a)

Course Number: is exactly [] (10b)

Course Career: Undergraduate (10c)

Show Open Classes Only

Show Open Entry/Exit Classes Only

Requirement Designation: []

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#) (11)

[Return to Swap a Class](#) [CLEAR CRITERIA](#) [SEARCH](#)

12. To add a class to your shopping cart, click on **Select Class**

[Return to Add Classes](#) START A NEW SEARCH

Open
 Closed
 Wait List

▼ SOC 20100 - The Family

First Last

Section [01-LEC\(12987\)](#) Status select class

Session Regular

Requirement Designation Regular Non-Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
Mo 11:10AM - 12:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
Th 11:10AM - 12:25PM	TBA	Staff	08/28/2013 - 12/23/2013

Section [02-LEC\(12988\)](#) Status select class

Session Regular

Requirement Designation Regular Non-Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
Mo 1:10PM - 2:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
Th 1:10PM - 2:25PM	TBA	Staff	08/28/2013 - 12/23/2013

13. To confirm adding the class to your shopping cart, click **Next**

SOC 20100 - SOC OF THE FAMILY

Class Preferences

SOC 20100-01 Lecture Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Undergraduate Letter Grades

Units 3.00

Requirement Designation Regular Non-Liberal Arts

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Mo 11:10AM - 12:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
		Th 11:10AM - 12:25PM	TBA	Staff	08/28/2013 - 12/23/2013

14. The confirmation page displays a summary of the process, once you have confirmed the classes, click **Finish Swapping**

Swap a Class 1 2 3

2. Confirm your selection

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

2013 Fall Term | Undergraduate | Hunter College

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ASTRO 10100-05 (19982)	CNCPTS&LAB EXER:ASTR (Lecture)	Mo 11:10AM - 12:00PM Th 11:10AM - 12:00PM Tu 10:10AM - 12:00PM We 11:10AM - 12:00PM	TBA TBA TBA TBA	G. Okoko, D. Pinna, V. Yerokhin	4.00	<input checked="" type="checkbox"/>

With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 20100-01 (12987)	SOC OF THE FAMILY (Lecture)	Mo 11:10AM - 12:25PM Th 11:10AM - 12:25PM	TBA TBA	M. Chin	3.00	<input checked="" type="checkbox"/>

14

CANCEL FINISH SWAPPING

15. The **View Results** page shows the status of your swap request as either successful (✓) or as an error (✗)

Swap a Class 1 2 3

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.

2013 Fall Term | Undergraduate | Hunter College

Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap ASTRO 10100 with SOC 20100	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	<input checked="" type="checkbox"/>

MY CLASS SCHEDULE