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**
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**

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

![Select Class](image)

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

![Next Button](image)
14. The confirmation page displays a summary of the process, once you have confirmed the classes, click **Finish Swapping**

![Swap a Class confirmation page](image)

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

![Swap a Class View Results page](image)