## Swapping Classes

A class can be switched with another class by using the swap option. This drops a class and adds a class at the same time. The benefit of swap is if the new class is not successfully added, the current class will not be dropped, possibly losing the spot in the class.

First, select the Manage Classes tile from your Student Homepage and click on the Swap Classes link.



Select the class from your current schedule that you would like to drop from the first drop down box. Enter the class number for the class you would like to add or search and select the class through class search. Click on the Search button to move to the Swap Classes process.

< Student Homepage	Swap Classes	Â	:
2019 Fall Change University of Kansas			
Q Class Search and Enroll	Swap Classes	Search	h
E Browse Course Catalog	Select the class you wish to swap then select the class you wish to replace it with.		
Schedule Builder (Link)	Swap This Class Select from your schedule		
Course History	HSES 236: Practicum in: (11749)		
Enrollment Dates	With This Class Search for Classes		
View My Classes	Class Search V		
Drop Classes	Or Enter Class Number		
Drop/Withdraw All Classes	29577		
韋 Swap Classes			

## Step 1 – Review Class Selection

Make sure that the class that you would like to swap to is listed correctly on the screen. Click **Next** to move to Step 2.

× Exit	Swap Classes				Next >
2019 Fall Undergraduate University of Kansas					
1 Review Class Selection Visited	Step 1 of 3: Review	Class Selection			
2 Review Class Preferences Not Started	You have selected AAAS 323 African-American Studies In:				
3 Confirm Class Swap	Option Status Open				
Not Started	Class	Session	Meeting Dates	Days and Times	Seats
	Lecture-Class # 29577	NonStandard Session	10/28/2019 - 12/20/2019	To be Announced	Open Seats 19 of 29

## Step 2 – Review Class Preferences

If your class requires a Permission Number, you can enter it at this time and click on **Accept**. If a permission number is not necessary, click on **Accept** to move to Step 3.

× Exit	it Swap Classes			:
2019 Fall Undergraduate University of Kansas				
1 Review Class Selection Complete	Step 2 of 3: Review Class Preferences		Acce	ept
2 Review Class Preferences In Progress	AAAS 323 African-American Studies In: Lecture-Class # 29577 - Open			
3 Confirm Class Swap Not Started	Permission Number 👔			

## Step 3 – Confirm Class Swap

Click Submit to confirm the class swap.

x Exit Swap Classes			Previous		
2019 Fall Undergraduate University of Kansas					
1 Review Class Selection Complete	Step 3 of 3: Confirm Class Swap			Submit	
2 Review Class Preferences Complete	You are replacing this Class HSES 236 Practicum in:				
3 Confirm Class Swap	Class	Session	Meeting Dates	Days and Times	Seats
Visited	Field-Class # 11749	Regular Academic Session	08/26/2019 - 12/20/2019	To be Announced	Open Seats 19 of 20
With this Class AAAS 323 African-American Studies In: Option Status Open					
	Class	Session	Meeting Dates	Days and Times	Seats
	Lecture-Class # 2957	7 NonStandard Session	10/28/2019 - 12/20/2019	To be Announced	Open Seats 19 of 29

A message will appear alerting you if the swap was successful or will give you reason(s) if the class swap is unsuccessful.

•	Swap HSES 236 - Practicum in:	with AAAS 323 - African-American Studies In: