Q. I want to change sections of a course, but I don't want to drop the section that I have unless I know I can add the other section. How do I do that?

• You can change sections of a course, or 'swap' one course on your schedule with another from your shopping cart by using the 'Swap a Class' function. Note the "Swap" tab at the top of the menu.

In the example below, a student wants to swap SOC 101, which she is already registered in, for a GEOLOGY 101 class that she has in her shopping cart. Basically, the swap is like a drop and an add process all in one step.

This student didn't want to drop the SOC class until she knew that her add into GEOLOGY would be completed.

Search	Plan	Enroll		My Academics
my class schedule	add drop	swap	edit	term information
Swap a Class				- n -2-3
. Select a class to swa	р			
Select the class you wish with.	n to swap then select the c	lass you wish to re	place it	
2012 Fall Semester Un	dergraduate Washing	ton State Univer	sity	
SWAP THIS CLASS				
Select from your schedule	SOC 101: Intro t	o Sociology		-
NITH THIS CLASS				
Search for Class	Class Search	•	search	
Select from Shopping Carl	OR GEOLOGY 101-02	2 LEC (3223) 🔻	select	
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MY 2012 FALL SEMESTER G	LASS SUREDULE			
iearch <u>Plan Enroll My A</u>	cademics			
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• Like other registration changes, you will now Confirm your selection and Finish Swapping:

Search my class schedule	add	Plan	Enroll	edit	My Academie	cs mati
Swap a Class					- (T)-(Z)-	- 3
2. Confirm your	selection					
Click Finish Swa these classes, cl	pping to process y lick Cancel.	our swap request.	To exit withou	t swapping		
2012 Fall Semester	Undergraduate 1	Washington State U	Iniversity			
YOU ARE REPLACIN	IG THIS CLASS					
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Class	Description	Days/Times	Room	Instructor	Units Status	
<u>SOC 101-03</u> (20656)	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00 🖌	
WITH THIS CLASS						
WITH THIS CLASS		Open	Clos	ed 🔺	Vait List	
WITH THIS CLASS	Description	Open Days/Times	Clos	ed 🔺	Vait List Units Status	
Class GEOLOGY 101-02 (3223)	Description Introduction to Geology (Lecture)	Days/Times MoWeFr 1:10PM - 2:00PM	Room Webster Phys Sci Bldg 16	ed 📐 V Instructor Staff	Vait List Units Status 4.00	
Class GEOLOGY 101-02 (3223) GEOLOGY 101-02L (3222)	Description Introduction to Geology (Lecture) Introduction to Geology (Laboratory)	Open Days/Times MoWeFr 1:10PM - 2:00PM Tu 9:10AM - 12:00PM	Room Webster Phys Sci Bldg 16 Webster Phys Sci Bldg 138	ed v Instructor Staff Staff	Vait List Units Status 4.00	
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• You will then be able to View the results. Note that the green check mark under the status shows that the swap was successful.

Search	Plan	Enroll		My Academics
my class schedule	add drop	swap	edit	term information
Swap a Class				- □23
3. View results				
View the results of yo listed below or chang 2012 Fall Semester Unde	our swap request. Click Fix e your swap choices. ergraduate Washington St	c Errors to try and con	rrect the pr	roblems
Class	Success: Classes we	re swapped 🗙 Erro	r: Unable t	o swap class
Swap SOC 101 with GEOLOGY 101	Message: You are n designation for this designation option	equired to take this re class. The requireme has been set to yes.	equirement nt	✓
			My Clas	s Schedule
<u>Search Plan Enroll My</u>	Academics			
My Class Schedule Add	Drop Swap Edit Term Ir	nformation		