

How to Swap a Class

1) Sign into your student portal at my.ucsc.edu

2) Click on **My Student Center**

Customize this page: [Content](#) | [Layout](#) Sammy D Slug Thu, Sep 4, 08

MyUCSC Menu

- ▶ **My Student Center**
- ▶ Accounts and Billing
- ▶ Financial Aid
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My Student Center

My Student Center

Enrollment, Grades, To Do's, Finances, etc.

MyUCSC now offers **My Student Center**, where you access and manage your academic, financial aid, billing, and personal information at UCSC. It's all here!

For more information on how to find what you're looking for in My Student Center, click the [Help](#) link at the top of this page.

MyUCSC Help Resources

Sammy's Student Center

[Student Advising Summary](#)

Academics

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Deadlines

2008 Fall Quarter Schedule

	Class	Schedule
	AMST 10-01 LEC (24535)	MoWeFr 11:00AM - 12:10PM Earth&Marine B206
	AMST 10-01E DIS (24598)	We 3:30PM - 4:40PM Crown Clrm 202
	LALS 194N-01 SEM (16817)	We 5:00PM - 8:30PM Merrill Acad 132

[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

SEARCH FOR

Help

- Student Business Services

To Do List

- 2007-08 FAFSA
- 2008-09 FAFSA

3) Click **Enroll**

Swap a Class

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2008 Summer Quarter	Undergraduate	UC Santa Cruz
<input checked="" type="radio"/> 2008 Fall Quarter	Undergraduate	UC Santa Cruz

CONTINUE

4) If there is more than one quarter available, select the quarter in which you are enrolling

5) Click **Continue**

Search Plan Enroll Grades My Academics
 my class schedule add drop swap edit term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

6) Click **Swap**

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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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz **change term**

Swap This Class

Select from your schedule AMST 10: Intro Amer Studies

With This Class

Search for Class Class Search search

Select from Shopping Cart select

Enter Class Nbr 20263 enter

My 2008 Fall Quarter Class Schedule

7) Select the class you wish to drop

8) Type in the 5-digit class number, choose a class from the Shopping Cart, or find a class by conducting a Class Search

9) Click **Enter**

Swap a Class

1. Select a class to swap - Secondary Section(s)

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SOCY 1 - Intro Sociology

Lecture selected: Section 01
MoWe 5:00PM - 6:45PM Media Theater M110

Open
 Closed

Select Discussion section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	20264	01A	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff	<input checked="" type="radio"/>
<input type="radio"/>	20265	01B	Mo 12:30PM - 1:40PM	Eight Acad 242	Staff	<input checked="" type="radio"/>
<input type="radio"/>	20266	01C	Tu 8:30AM - 9:40AM	Oakes Acad 102	Staff	<input checked="" type="radio"/>
<input type="radio"/>	20267	01D	Tu 10:00AM - 11:10AM	Porter Acad 148	Staff	<input checked="" type="radio"/>
<input type="radio"/>	21827	01E	We 2:00PM - 3:10PM	Eight Acad 252	Staff	<input checked="" type="radio"/>

View All Sections First 1-5 of 12 Last

10) If the secondary section is required, or if you wish to enroll in an optional section, select one that is open

11) Click **Next**

Swap a Class

1. Select a class to swap - Enrollment Preference

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SOCY 1 - Intro Sociology

Class Preferences

SOCY 1-01	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
SOCY 1-01A	Discussion	<input checked="" type="radio"/> Open	Grading	<input type="text" value="Graded"/>
Session	Regular Academic Session		Units	5.00
Career	Undergraduate		General Education	IS

◆ IS

12) Select a grading option and enter a permission number if you have one

13) Click **Next**

2. Confirm your selection

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

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You are replacing this class

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
AMST 10-01 (24535)	Intro Amer Studies (Lecture)	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	5.00	<input checked="" type="checkbox"/>
AMST 10-01B (24595)	Intro Amer Studies (Discussion)	Mo 5:00PM - 6:10PM	Cowell Acad 223	Staff		<input checked="" type="checkbox"/>

With this class

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCY 1-01 (20263)	Intro Sociology (Lecture)	MoWe 5:00PM - 6:45PM	Media Theater M110	C. Reinerman	5.00	<input checked="" type="checkbox"/>
SOCY 1-01A (20264)	Intro Sociology (Discussion)	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff		<input checked="" type="checkbox"/>

14) Check that your request is accurate, then click **Finish Swapping**

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go to ...

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.

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap AMST 10 with SOCY 1	Message: This course fulfills a General Education requirement.	<input checked="" type="checkbox"/>
	Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	<input checked="" type="checkbox"/>

15) Make sure that your Status shows your enrollment transaction was successful ()

16) Click **My Class Schedule**

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go to ...

My Class Schedule

Select Display Option List View Weekly Calendar View

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Show Enrolled Classes Show Dropped Classes

SOCY 1 - Intro Sociology						
Status	Units	Grading	Grade	General Education	Deadlines	
Enrolled	5.00	Graded		IS		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
20263	01	Lecture	MoWe 5:00PM - 6:45PM	Media Theater M110	Craig Reinerman	09/25/2008 - 12/05/2008
20264	01A	Discussion	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff	09/25/2008 - 12/05/2008

[Printer Friendly Page](#)

17) Always view your class schedule to double-check that you are enrolled in the class

18) Print a copy for your own records