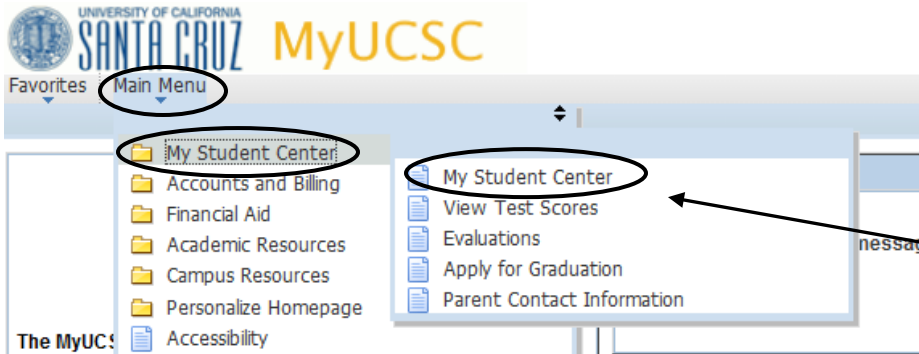


# How to Swap a Class

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



2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page

## Sammy's Student Center

[Student Advising Summary](#)

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[Grades](#)  
[My Academics](#)

more links...

Deadlines  URL

**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](#) ▶

**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**

Sammy Slug

go to ... (Go)

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)

2008 Fall Quarter | Undergraduate | UC Santa Cruz

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

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

2008 Fall Quarter | Undergraduate | UC Santa Cruz

SOCY 1 - Intro Sociology

Class Preferences

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

Enrollment Information

◆ 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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

**You are replacing this class**

Enrolled  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">AMST 10-01 (24535)</a>	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
<a href="#">SOCY 1-01 (20263)</a>	Intro Sociology (Lecture)	MoWe 5:00PM - 6:45PM	Media Theater M110	C. Reinerman	5.00	<input type="checkbox"/>
SOCY 1-01A (20264)	Intro Sociology (Discussion)	Mo 8:00AM - 9:10AM	Eight Acad 242	Staff		<input type="checkbox"/>

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

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go to ...

Search	Plan	Enroll	My Academics		
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>	<a href="#">edit</a>	<a href="#">term information</a>

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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap AMST 10 with SOCY 1	<b>Message:</b> This course fulfills a General Education requirement.	<input checked="" type="checkbox"/>
	<b>Message:</b> 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 ... 


[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

2008 Fall Quarter | Undergraduate | UC Santa Cruz [change term](#)

**Class Schedule Filter Options**  
 Show Enrolled Classes  Show Dropped Classes [filter](#)

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	<a href="#">01</a>	Lecture	MoWe 5:00PM - 6:45PM	Media Theater M110	Craig Reinerman	09/25/2008 - 12/05/2008
20264	<a href="#">01A</a>	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