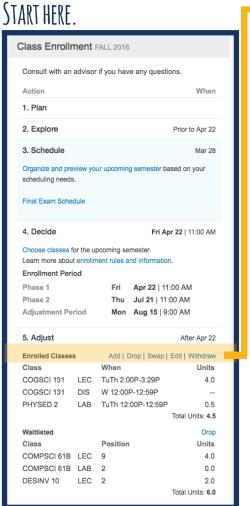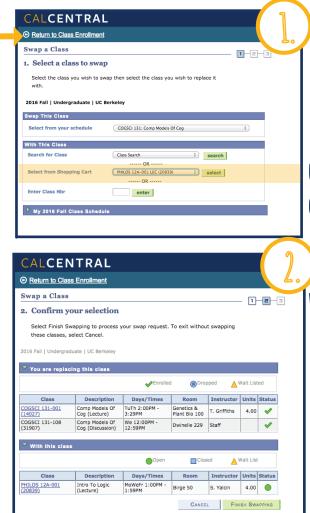# What is the "swap" function?

"Swap" can be used to drop one class and simultaneously add another. By swapping rather than dropping and then adding, you ensure that you will not give up your spot in one class and be unable to enroll in the other.

## Start here.

### Class Enrollment FALL 2016

Consult with an advisor if you have any questions.

| Action | When |
|---|---|
| 1. Plan | |
| 2. Explore | Prior to Apr 22 |
| 3. Schedule | Mar 28 |

Organize and preview your upcoming semester based on your scheduling needs.

Final Exam Schedule

| 4. Decide | Fri Apr 22 | 11:00 AM |

Choose classes for the upcoming semester.
Learn more about enrollment rules and information.

**Enrollment Period**

| Phase 1 | Fri | Apr 22 | 11:00 AM |
| Phase 2 | Thu | Jul 21 | 11:00 AM |
| Adjustment Period | Mon | Aug 15 | 9:00 AM |

| 5. Adjust | After Apr 22 |

**Enrolled Classes** — Add | Drop | Swap | Edit | Withdraw

| Class | | When | Units |
|---|---|---|---|
| COGSCI 131 | LEC | TuTh 2:00P-3:29P | 4.0 |
| COGSCI 131 | DIS | W 12:00P-12:59P | -- |
| PHYSED 2 | LAB | TuTh 12:00P-12:59P | 0.5 |
| | | Total Units: | 4.5 |

**Waitlisted** — Drop

| Class | | Position | Units |
|---|---|---|---|
| COMPSCI 61B | LEC | 9 | 4.0 |
| COMPSCI 61B | LAB | 2 | 0.0 |
| DESINV 10 | LEC | 2 | 2.0 |
| | | Total Units: | 6.0 |

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**1.**

CALCENTRAL
Return to Class Enrollment

**Swap a Class** [1][2][3]

**1. Select a class to swap**

Select the class you wish to swap then select the class you wish to replace it with.

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**Swap This Class**
Select from your schedule — COGSCI 131: Comp Models Of Cog

**With This Class**
Search for Class — Class Search [search]
------ OR ------
Select from Shopping Cart — PHILOS 12A-001 LEC (20839) [select]
------ OR ------
Enter Class Nbr — [enter]

My 2016 Fall Class Schedule

Classes from your shopping cart appear here.
*Use "search" or "class nbr" to find classes that you are waitlisted for.

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**2.**

CALCENTRAL
Return to Class Enrollment

**Swap a Class** [1][2][3]

**2. Confirm your selection**

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

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**You are replacing this class**

✔Enrolled  ⊗Dropped  ⚠Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---|---|---|---|---|---|---|
| COGSCI 131-001 (14027) | Comp Models Of Cog (Lecture) | TuTh 2:00PM-3:29PM | Genetics & Plant Bio 100 | T. Griffiths | 4.00 | ✔ |
| COGSCI 131-108 (31907) | Comp Models Of Cog (Discussion) | We 12:00PM-12:59PM | Dwinelle 229 | Staff | | ✔ |

**With this class**

●Open  ☐Closed  ⚠Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---|---|---|---|---|---|---|
| PHILOS 12A-001 (20839) | Intro To Logic (Lecture) | MoWeFr 1:00PM-1:59PM | Birge 50 | S. Yalcin | 4.00 | ● |

[CANCEL] [FINISH SWAPPING]

The swap will only be successful if you can get into the class that you are trying to swap into or if you have selected "waitlist if full" for that class.

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**3.**

CALCENTRAL
Return to Class Enrollment

**Swap a Class** [1][2][3]

**3. View results**

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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✔ Success: Classes were swapped   ✘ Error: Unable to swap class

| Class | Message | Status |
|---|---|---|
| Swap COGSCI 131 with PHILOS 12A | **Success:** This class has been replaced. | ✔ |

**If you are waitlisted for a class that conflicts with a class you are enrolled in, you can use the swap function to try to get into your waitlisted class. The swap will only be successful if a seat has opened up in the class you are waitlisted for.**

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Some notes on Add, edit, and withdraw:
Add~ you can add classes here directly without having to put them in your shopping cart
Edit~ this is where you should go to switch discussions or labs
**Withdraw~ this function is NOT for withdrawing from classes. Withdraw takes you to studentcentral.berkeley.edu/withdraw.**