What is the “Swap” function and how do I use it?

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

This feature cannot be used to change secondary sections. To change secondary sections use Options.

STEP 1  Go to CalCentral > My Academics > Class Enrollment > 5. Adjust > Swap to get to the Swap view.

STEP 2  In the Swap view, you can swap a class from your schedule with any class. Use Search, Select from Shopping Cart, or Class Nbr to find a class you would like to waitlist.

NOTE: You can only Swap with a class you are already enrolled in. You may not swap a class if you are on the wait list.
STEP 3
Select your secondary sections. Then, check your waitlist and grading options.

NOTE: You can only get into a class if you can get into both the lecture and the secondary sections. Try to choose secondary sections that are open.

STEP 4
Confirm your selection.
You will either be successfully enrolled in the class or be placed on the waitlist depending upon how many open seats are currently available.

NOTE:
As you move from the waitlist into the class, you will be automatically dropped from the first class.
If at any point you wish to cancel the swap, you do so by dropping the second class.