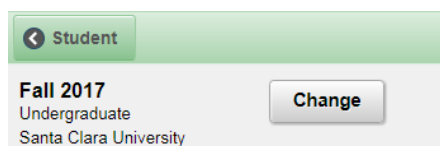1. Select a term to begin swapping classes.
2. If you would like to swap classes in a different term, click the "Change" button in the upper left hand corner.
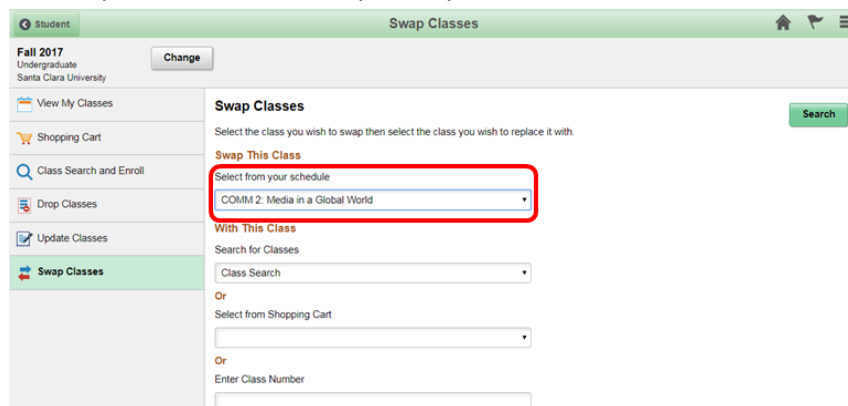

3. Select the class you would like to swap from your schedule.
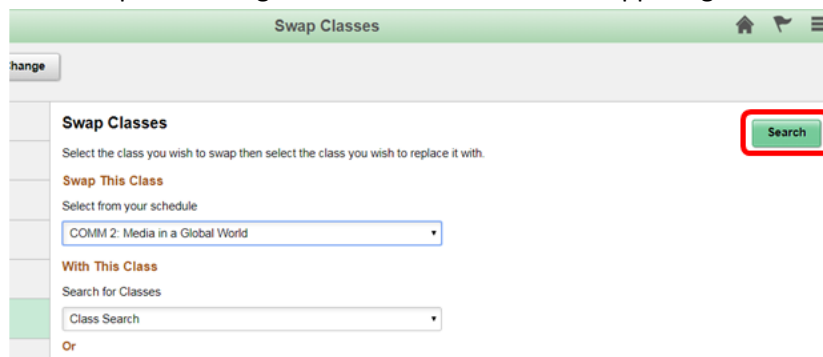
4. There are three ways you may choose to swap classes from a class currently in your schedule. You may:
   a. Search for classes using keywords (go to Step 5)
   b. Select a class from your Shopping Cart (skip to Step 13)
   c. Enter a class number (skip to Step 17)
5. **If you would like to search for a class to swap for**, select the class from your schedule that you would like to swap. Click the green "Search" button in the upper right hand corner to continue.

6. Search for a class by keyword(s), such as course, subject, class, topic, etc. You may also use the link "Additional ways to search" to search for a class. If you have recently viewed any classes that you would like to swap for, view them by clicking on the arrow next to "Recently Viewed."

7. Click on the class that you would like to swap for.
8. Confirm that the class you selected is the class you would like to swap for. Click on the yellow "Next" button in the upper right hand corner to continue.

9. If you have a permission number, enter it into the field below. Click the green "Accept" button in the upper right hand corner to continue.

10. Confirm that you would like to swap the two classes listed. Click the green "Submit" button in the upper right hand corner to continue.

11. Click "Yes" to finish the swap.
12. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.

13. **If you would like to swap with a class that is currently in your Shopping cart**, select the class from your Shopping Cart. Then, click the green "Search" button in the upper right hand corner.

14. Confirm that you would like to swap the two classes. Click the green "Submit" button to continue.

15. Click "Yes" to finish the swap.
16. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.

17. **If you would like to swap with a class that you have the class number for**, enter the class number and click the green "Search" button in the upper right hand corner.

18. If the class number you entered is the lecture of an L+L course, select the class you want by clicking on it.

19. Confirm that the class you selected is the one you would like to swap for. Click the yellow "Next" button in the upper right hand corner to continue.

20. If you have a permission number, enter it in the field below. Click the green "Accept" button in the upper right hand corner to continue.

21. Confirm that you would like to swap the two classes listed. Click on the green "Submit" button in the upper right hand corner to continue.

22. Click "Yes" to finish the swap.
23. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.