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

3) Click Enroll
Select the class you wish to drop.

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

5) Click Continue.

6) Click Swap.

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.
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.

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.

---

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

---

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.

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

16) Click My Class Schedule
17) Always view your class schedule to double-check that you are enrolled in the class.

18) Print a copy for your own records.