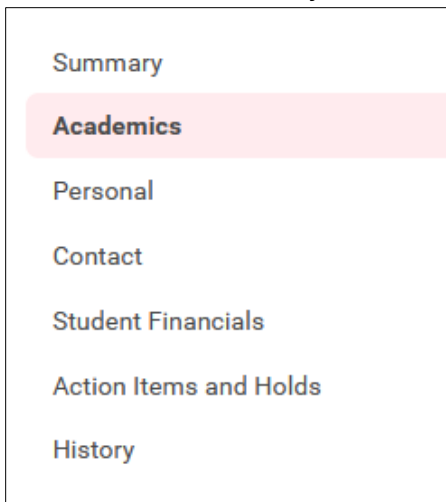


Swap a Course

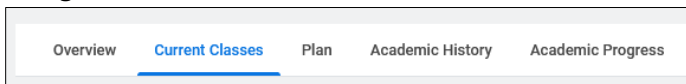
Swap is only available while registration is open, and the student does not have any registration holds on their account. Students should familiarize themselves with the [Academic Semester Calendar](#) for registration dates.

From the Workday Home page:

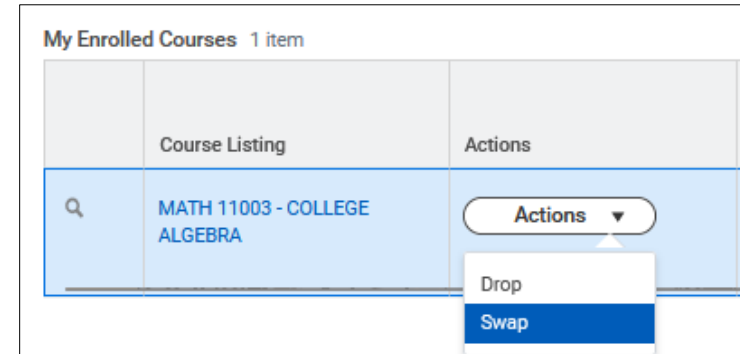
1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your “Student Profile Menu.”



4. Navigate to the **Current Classes** tab.



5. Under **My Enrolled Courses** locate the course that needs to be swapped and click the **Actions** button to display available enrollment actions.



**Please note that Swap is only visible while the student has the ability to add a new class. If registration has closed, or the student has a registration hold, Swap will not be visible.

6. Select either a new course, or a new section of the existing course.

 A form titled "Swap Course Registration" with a dark red header. Below the header, it says "Select a New Course or New Section to replace the course that you want to drop." There are two radio button options: "New Course" and "New Section".

Swap a Course

7. SWAPPING TO A NEW COURSE

- a. Select the new **Course to Add** from the dropdown menu.

Swap Course Registration

Select a New Course or New Section to replace the course that you want to drop.

New Course
 New Section

Course to Drop MATH 11003 - COLLEGE ALGEBRA

Course to Add * x ENGL 20103 - CREATIVE WRITING I ... Eligible Yes

- b. Click **OK**.
- c. Check the Select box for the desired section of the new course.

Select	Section	Eligible
<input checked="" type="checkbox"/>	ENGL 20103-001 - CREATIVE WRITING I	<input checked="" type="checkbox"/>

- d. Click **Confirm Swap** at the bottom of the page.
- e. Click **OK**.

8. SWAPPING TO A NEW SECTION

(of the same course)

Swap Course Registration

Select a New Course or New Section to replace the course that you want to drop.

New Course
 New Section

Course for Section Swap ENGL 20103 - CREATIVE WRITING I

- a. Click **OK**.
- b. The current course section is automatically checked. Uncheck the currently enrolled course. It will turn from a blue box to a blank box.

Select	Section
<input type="checkbox"/>	ENGL 20103-001 - CREATIVE WRITING I

- c. Select a new section.

<input checked="" type="checkbox"/>	ENGL 20103-002 - CREATIVE WRITING I
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- d. Click **OK**

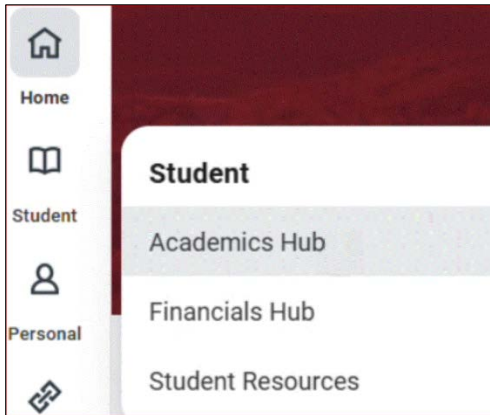
Important Note:

If swap is not a visible option, registration may be closed, or the student has a hold preventing an enrollment change. Use the [Academic Semester Calendar](#) to determine registration deadline. Swaps that require an override (eligibility/closed class) will require an approved [Administrative Change of Registration](#)

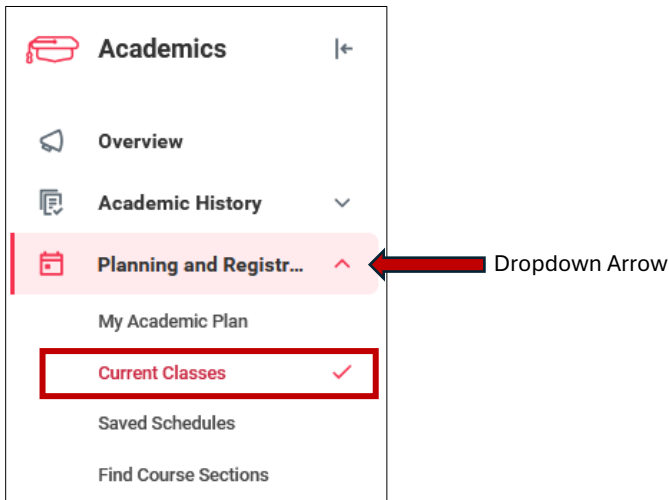
Swap a Course

Swapping from **Academics Hub**:

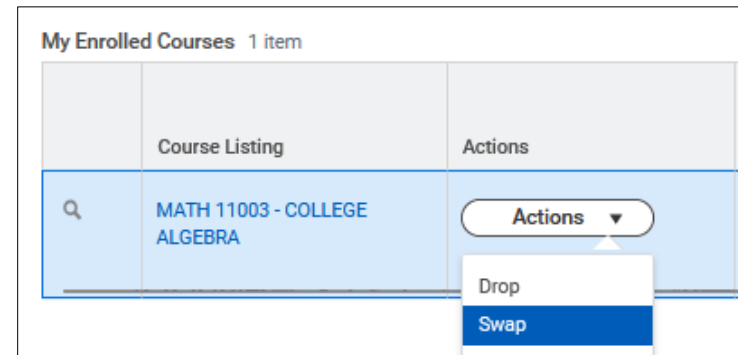
1. Hover over **Student** on the left side Menu.
2. Click on **Academic Hub**.



3. Click on the dropdown arrow for **Planning and Registration**.
4. Select **Current Classes** from the list.

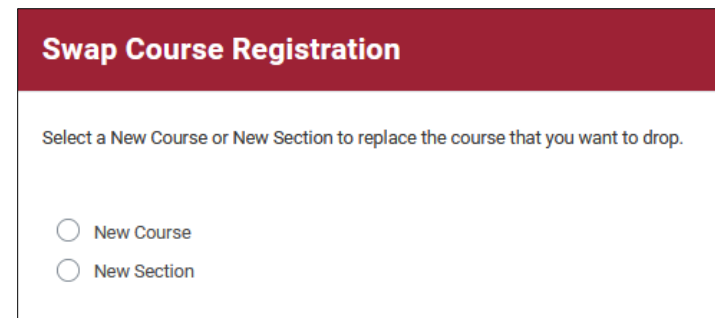


5. Under **My Enrolled Courses** locate the course that needs to be swapped and click the **Actions** button to display available enrollment actions.



**Please note that Swap is only visible while the student has the ability to add a new class. If registration has closed, or the student has a registration hold, Swap will not be visible.

6. Select either a new course, or a new section of the existing course.



Swap a Course

7. SWAPPING TO A NEW COURSE

- a. Select the new **Course to Add** from the dropdown menu.

Swap Course Registration

Select a New Course or New Section to replace the course that you want to drop.

New Course
 New Section

Course to Drop MATH 11003 - COLLEGE ALGEBRA

Course to Add * x ENGL 20103 - CREATIVE WRITING I ... Eligible Yes

- b. Click **OK**.
c. Check the Select box for the desired section of the new course.

Select	Section	Eligible
<input checked="" type="checkbox"/>	ENGL 20103-001 - CREATIVE WRITING I	<input checked="" type="checkbox"/>

- d. Click **Confirm Swap** at the bottom of the page.
e. Click **OK**.

8. SWAPPING TO A NEW SECTION

(of the same course)

Swap Course Registration

Select a New Course or New Section to replace the course that you want to drop.

New Course
 New Section

Course for Section Swap ENGL 20103 - CREATIVE WRITING I

- a. Click **OK**.
b. The current course section is automatically checked. Uncheck the currently enrolled course. It will turn from a blue box to a blank box.

Select	Section
<input type="checkbox"/>	ENGL 20103-001 - CREATIVE WRITING I

- c. Select a new section.

<input checked="" type="checkbox"/>	ENGL 20103-002 - CREATIVE WRITING I
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- d. Click **OK**

Important Note:

If swap is not a visible option, registration may be closed, or the student has a hold preventing an enrollment change. Use the [Academic Semester Calendar](#) to determine registration deadline. Swaps that require an override (eligibility/closed class) will require an approved [Administrative Change of Registration](#)