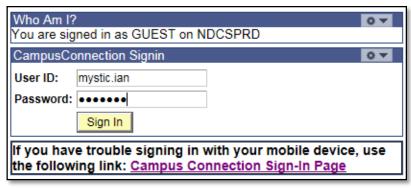


- 1. Access <u>CampusConnection</u>.
- 2. Enter CampusConnection UserID and Password. Click [Sign In].

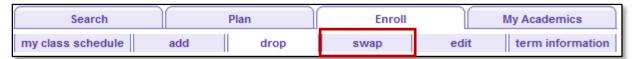


On your Student Center under Academics:

3. Select [Enroll].



4. Select [Swap] from the menu at the top of the page.



If prompted, select the appropriate term, then click [Continue].

5. Select the class you wish to swap.

The course you would like to drop and replace with another course.

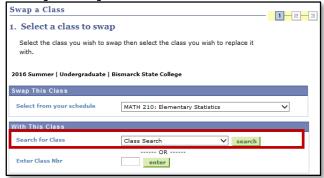


6. Select the class you would like to add.

There are two different ways to add a course.

You don't know the 4 or 5-digit class number and need to do a general course search.

A. Click [Search].



- B. Select the [Subject] from the drop-down menu. Enter [Course Number] if known. Click [Search].
  - To search open and closed courses remove the "Show Open Classes Only" check mark.
  - Click [Additional Search Criteria] for a detailed search.



C. Choose the course section you wish to add to your schedule from the search options.

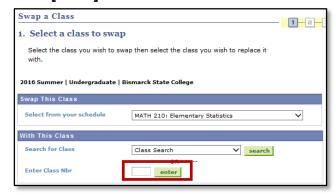
## Click [Select].



You do know the class number code and want register using it.

A. Enter the 4 or 5-digit class number in Class Nbr field.

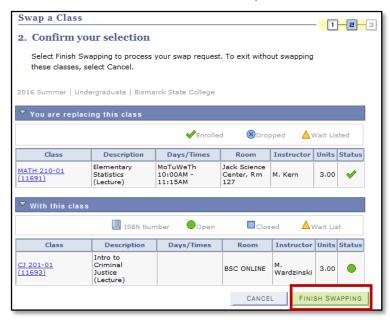
## Click [Enter].



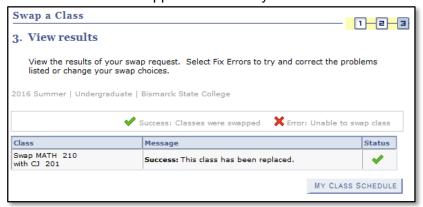
7. Once the desired course is identified, click on the **[Next]** button.



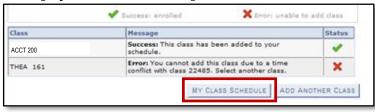
8. Confirm that these are the classes you would like to swap. Click [Finish Swapping].



- 9. Once the swap process is complete, review the status report.
  - Courses swapped successfully are marked with a
  - Courses NOT swapped successfully are marked with an



10. Click [My Class Schedule] to view.





Class Schedule