

## Swapping a Class

In **CPReg**:

|                  |                      |                                  |
|------------------|----------------------|----------------------------------|
| Class Nbr:       | <input type="text"/> | <input type="button" value="Q"/> |
| Change To:       | <input type="text"/> | <input type="button" value="Q"/> |
| Related Class 1: | <input type="text"/> | <input type="button" value="Q"/> |
| Related Class 2: | <input type="text"/> | <input type="button" value="Q"/> |
| Instructor ID:   | <input type="text"/> |                                  |
| Repeat Code:     | <input type="text"/> | <input type="button" value="Q"/> |

| Class Enrollment Options  |                          |  |                                       |                              |
|---|--------------------------|--|---------------------------------------|------------------------------|
| Complete the information where applicable.                              |                          |  |                                       |                              |
| Class Nbr:  | 7940                     | POLS   | X000                                  | Israeli-Palestinian Conflict |
| Swap To Class Nbr:  | 3719                     | HIST   | 461                                   | Senior Project II            |
| Course Career:  | Undergraduate            |  |                                       |                              |
| Academic Session:   | Regular Academic Session |  |                                       |                              |
| Class Section:  | 03 Ind Study             |  |                                       |                              |
| Class Permission Nbr:   | <input type="text"/>     | If class requires permission to enroll, enter Permission Number. |                                       |                              |
| Units:  | 2.00                     |  |                                       |                              |
| Grading Option:   | Graded                   |  | <a href="#">Choose Grading Option</a> |                              |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                          |  |                                       |                              |

**Example of Swapping 2 different courses**

- ✓ Click on “swap classes”
- ✓ Enter the class number that you are currently enrolled in, into “Class Nbr”
- ✓ Enter the class number that you want to switch to into “Change To”
- ✓ Click on “Submit”

*If you are changing a lab section only, the “Class Nbr” will be the SAME as “Change To” with the related Class 1: being the new Lab/Act Class Nbr. See Example below:*

|                  |                                   |                                  |      |     |    |                          |                               |
|------------------|-----------------------------------|----------------------------------|------|-----|----|--------------------------|-------------------------------|
| Class Nbr:       | <input type="text" value="2185"/> | <input type="button" value="Q"/> | CHEM | 110 | 02 | Lecture                  | World Of Chemistry-Essentials |
|                  |                                   |                                  |      |     |    | Regular Academic Session | Undergraduate                 |
| Change To:       | <input type="text" value="2185"/> | <input type="button" value="Q"/> | CHEM | 110 | 02 | Lecture                  | World Of Chemistry-Essentials |
|                  |                                   |                                  |      |     |    | Regular Academic Session | Undergraduate                 |
| Related Class 1: | <input type="text" value="B153"/> | <input type="button" value="Q"/> |      |     | 06 | Laboratory               |                               |
| Related Class 2: | <input type="text"/>              | <input type="button" value="Q"/> |      |     |    |                          |                               |
| Instructor ID:   | <input type="text"/>              |                                  |      |     |    |                          |                               |
| Repeat Code:     | <input type="text"/>              | <input type="button" value="Q"/> |      |     |    |                          |                               |

| Class Enrollment Options  |                                   |  |     |                                       |
|---|-----------------------------------|--|-----|---------------------------------------|
| Complete the information where applicable.                              |                                   |  |     |                                       |
| Class Nbr:  | 4882                              | PHYS   | 122 | College Physics II                    |
| Swap To Class Nbr:  | 4882                              | PHYS   | 122 | College Physics II                    |
| Course Career:  | Undergraduate                     |  |     |                                       |
| Academic Session:   | Regular Academic Session          |  |     |                                       |
| Class Section:  | 04                                | Lecture  |     |                                       |
| Related Component 1:  | <input type="text" value="4891"/> | Class Section:   | 10  | Laboratory                            |
| Class Permission Nbr:   | <input type="text"/>              | If class requires permission to enroll, enter Permission Number. |     |                                       |
| Units:  | 4.00                              |  |     |                                       |
| Grading Option:   | Graded                            |  |     | <a href="#">Choose Grading Option</a> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                                   |  |     |                                       |

**Example of Swapping only the Lab/Act Class Nbr**

**IMPORTANT**

- ✓ Do NOT click until ALL numbers needed have been entered, including related classes Labs/Activities ESPECIALLY if you are only swapping lab sections
- ✓ Do NOT click the "Add to Wait List" if the class you are swapping into is CLOSED or has a WAIT LIST or the transaction will DROP your current enrollment and you will be placed on the WAIT LIST.
- ✓ If a permission number is required, make sure to add the number before submitting