Syracuse University Office of the Registrar Registration – What if I need help?

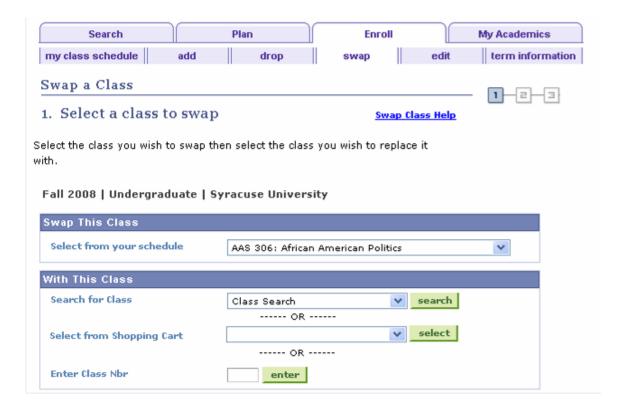
## **Swap Class Help**

1. To begin swapping classes from your classes schedule, use the 'Select from your Schedule' drop down menu.

In Step 1 of 3 you will select the classes you will exchange.

After you select your swap 'from' class, the 'change to' class may be found using either:

- Class Search
- MyPlanner
- Shopping Cart
- Entering the class number directly



## 2. Choose your enrollment preferences on this page.

At the end of step 1 be sure to check:

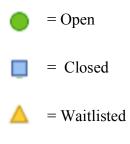
- Section
- Day/time

If the class has a wait list you may select that option here. Click NEXT to continue.

You WILL NOT be automatically enrolled from a waitlist. You must contact the department to complete enrollment.



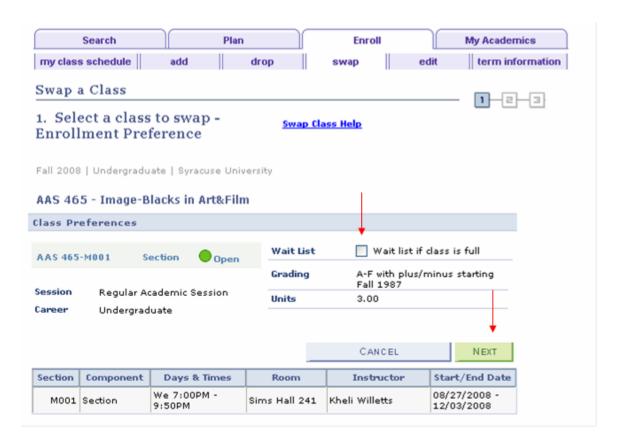
3. For the class you are REPLACING check the status symbols:



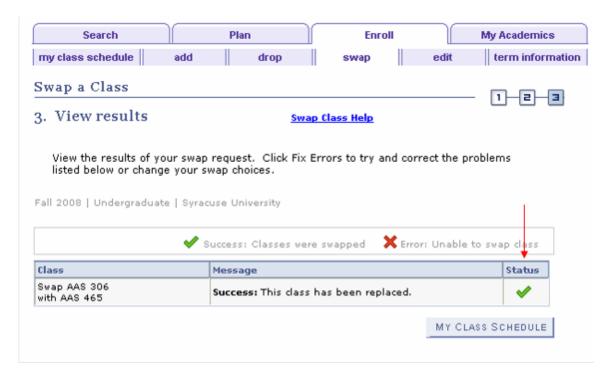
For the NEW class you will enroll into, check the status symbols:



Click FINISH SWAPPING to continue.



4. In step 3 of 3, you may view the results of your enrollment transaction.



5. If an error is received, read the reason carefully to determine how best to resolve.

