

The Swap function is to be used when you wish to trade or substitute one course for another. Please be mindful to **NEVER** swap into a waitlisted course.

Here are some simple steps to help you successfully drop your courses using the Student Centre:

1. Log into the MyUofC portal

Central Authentication Service	UNIVERSITY OF CALGARY
Username	
Password	
	Sign In
Create an eID Forgot Password? Account FAQs	Contact IT Support

2. On the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Swap** button.

tons My Application Personal Info	Welcome to Centre Complete laste orbit regisfration. finance examp	your Stude	ent				
Exams and Grades	To Do (0)		Holds (0)			Appointments	
2						Enrolment Appoint	ment
Program and Advising info							Details
(\$)	105-6 2040	S		- 2040	E-11 2040	185-6 2020	Details
My Financials	Winter 2019	Spring 2019	Summe	ar 2019	Fail 2019	winter 2020	
	Shopping Cart (Pote	ntial / Pending Col	urses) - Summ	er 2019	Course	Search 🖸 Sc	hedule Builder
	Your	Shopping Cart is er	npty. Please us	e Schedule Bui	lder or Course Sear	ch to add classes.	
	Enrolled Courses - S	ummer 2019					_
	Course (Units/Gradi	ng Basis)	Instructor	Location	Time	Day	Deadlines
							-
	LWSO 203 01 (3/GR	D)	TBA	SA 104	9:00 AM - 11:45	AM TTh	
	Enrolment Messages	~~~	~		D2L 🟥 My Schedule	Calendar View) 😢 Do	C Swap

3. From the drop down menu, choose the class that you wish to swap *out of*. Then, click on the **Search** button.



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1. Select a class to	o swap
Select the class you wish t	to swap then select the class you wish to replace it with.
Summer 2019   Undergradua	ate Programs   University of Calgary Change Term
Swap This Class	Select from your schedule LWSO 203: Intro to Legal Knowledge
With This Class	Start Search
	Search for Class OR
$\bigcirc$	Enter Class Nbr
My Summer 2019 Class	s Schedule (You ARE registered or waitlisted in these)
harmon	

4. Search the course that you wish to swap into by selecting the subject from the drop-down menu; then, hit the **Search** button.

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Enter Search Criteria
Search for Classes
University of Calgary Summer 2019 Select at least 2 search criteria. Select Search to view your search results.
▼Class Search
Subject Course Number Course Career Show Open Classes Only
Open Entry/Exit Classes Only
Additional Search Criteria
Return to Swap a Class Clear Search
han marked

5. Choose the class you wish to enroll into and click on Select



Registration

How to Swap Courses

Search R	esults									
University of Ca	algary Summer 2019)								
					Show All			Shopping Cart Your shopping car	t is empty.	
The following cl Only: Yes Please click on	asses match your sea the Class link for fu	arch criteria Co	urse Subject P on information	'hilosophy, Show (n such as pre-requ	Open Classes iisites, class restr	iction details, lar	nguage o	f instruction, and m	ore.	
		-		Open	Closed	<u>∧</u> w	ait List 📢			
★ Indicates th Class link for the second	at some or all seats r or further restriction d	nay be reserve	d for specific st	udent groups. Click	on the					
		etalla.		_						
Return to Swap a	Class	New 3	Search	Modify S	Gearch					
Return to Swap a 2 class section	Class (s) found	New	Search	Modify S	Search					
Return to Swap a 2 class section PHIL 329 - 1	Class (s) found Business Ethics	New	Search	Modify S	Search					
Return to Swap a 2 class section ♥ PHIL 329 - I Universal Stur Class Section	Class (s) found Business Ethics lent Ratings of Instru- Days & Times	new stion	Search	Modify S	Search Section Topic	Meeting Dates	Status	Class Restrictions		
Return to Swap a 2 class section PHIL 329 - I Universal Stur Class Section 50157 01-LEC S0157 Regular	Class (s) found Business Ethics lent Ratings of Instru Days & Times MoWe 6:00PM - 8:45PM	ction Location Main UofC Campus	Room SA 129	Modify S Instructor Staff	Search Section Group Topic	Meeting Dates 2019/07/02 - 2019/08/13	Status	Class Restrictions	Select	R
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6. Review your selection and click on Next.



1. Select a class to swap - Enrollment Preference

HIL 32	29-01 Le	ecture 😑 Open			
1	Session Regular A	cademic		Wait List V	Vait list if class is full
	Career Undergrad	duate Programs		Grading Gra	aded
Enrolln	nent Information			Units 3.0	ю 🎦
 Half GFC 	-Course C Hours (3-0)				· · · ·
				Cancel	Next 💦
ection	Component	Days & Times	Room	Instructor	Start/End Date
	Of Learburg	MoWe 6:00PM - 8:45PM	SA 129	Staff	2019/07/02 - 2019/08/13

7. Once again, make sure that you are swapping into and out of the correct classes, and click on **Finish Swapping**.

NOTE: Never swap into a class that is waitlisted. Make sure that the class you are swapping into is Open.





8. Review your activity and ensure that you have successfully swapped your courses.

View results		
View the results of you	Ir swap request. If you would like to try to swap another class, click	the 🖉
Swap Another Class b	utton below. Inste Breezens I University of Colony	
Summer 2019 Undergrad	uale Programs University of Galgary	
💉 Success: Classes w	ere swapped 🛛 🗙 Error: Unable to swap class	
	Message	Status
Class		
Class Swap LWSO 203 with PHIL 329	Success: This class has been replaced.	×



End of Procedure.